



MINUTES

Shakerag Elementary School Governance Council

Date | time 08/13/2019 | 7:15am | *Location* Shakerag Elementary School
SGC Website: <http://shakeragschoolgovcouncil.weebly.com/>

SGC Members

Renee Bartley, Community	Julie Duhe, Teacher	Justin Elanjian, Parent	Rajeev Gupta, Parent
Christine Lemerond, Principal	Robert Luskin, Parent	Jean Romfo, Appointed Staff	
Courtney Lesman, Teacher (Pending)	Margaret Mathas, Appointed Staff (Pending)	Joy Albano (Approved SGC Pending)	

Items

- **Call to Order:** The meeting was called to order at 7:20 a.m. by Robert Luskin
- **Action Item:** Approve Agenda – A motion to approve the agenda was made by Ms. Bartley and Seconded by Ms. Romfo
- **Action Item:** Approve May 14 Meeting Minutes - A motion to approve the May 14 minutes was made by Ms. Romfo and Seconded by Ms. Bartley
- **Discussion Item:** There was no public comment
- **Action Item:** Approved Appointment of New Members/Vacancies - A motion to approve new members was made by Ms. Bartley and Seconded by Mr. Elanjian
 - Courtney Lesman for Jennifer Erikson
 - Margaret Mathas for Staff Appointed
 - Joy Albano for Community Approved by SGC
- **Action Item:** Assigned our Parliamentarian/Website: Courtney Lesman
- **Action Item:** Approved Officers and Committee Chairs
 - Chair: Robert Luskin (Motion: Ms. Bartley/Seconded: Ms. Romfo)
 - Vice Chair: Justin Elanjian (Motion: Ms. Duhe/ Seconded: Ms. Romfo)
 - Finance Chair: Renee Bartley (Motion: Ms. Romfo/ Seconded: Mr. Elanjian)
 - Outreach & Communications Chair: Margaret Mathas (Motion: Ms. Romfo/Seconded: Ms. Duhe)
- **Action Item:** Approved Committee Members (Motion: Ms. Romfo/Seconded: Ms. Albano)
 - Budget & Finance: Bartley, Elanjian, Gupta, Lemerond, Luskin
 - Communication and Outreach: Duhe, Romfo, Lemerond, Lesman, Mathas, Albano
 - Principal Selection Committee: Bartley, Luskin, Mathas, Romfo
- **Discussion Item:** Principal Update
 - First Day of School – Everything went well. We were proud of all of the teachers, staff and students. They jumped right back into the routines without missing a beat.
 - Class Numbers – We continue to closely monitor numbers across all grades. 4th grade is most likely going to be adding a 5th class after the ten-day count.
 - **Action Item:** When discussing the numbers, Ms. Lemerond gave a brief update on budget impact. The council approved using any remaining funds that were not applied toward the ASL position from last year's flex funds to be used on instructional supplies and materials. (Motion: Ms. Bartley/ Seconded: Ms. Lesman)
 - Infinite Campus Update/Communications: Our new student information system is run by Infinite Campus. All parents are encouraged to set-up a parent portal account.

- **Discussion Item:** Selection of at least 3 members to attend the SGC Conference on 9/21
 - Ms. Lemerond, Ms. Duhe, Ms. Albano, Ms. Mathas
- **Discussion Item:** Approved Meeting Dates for 2019-2020 school year
 - Proposed: 2nd Tuesday of each month - 7:15 a.m.
 - 8/13, 9/10 (4:30 p.m. at Northview), 10/8, 11/12, 12/10, 1/14, 2/25(budget), 3/10, 4/14 (4:30 p.m. at Northview), 5/12
 - Cross Collaboration Meetings – 9/24 7:30 a.m. and 3/24 7:30 a.m. at Shakerag
 - Feeder Pattern Meetings – 9/10 and 4/14 – 5:00 p.m. at Northview – On these dates, we will hold our Shakerag SGC meeting starting at 4:30 p.m. in the Northview Media Center and then transition into the Feeder Pattern Meeting.
 - (Determine Meeting times on these days)
- **Discussion Item:** Agenda for next meeting
 - Discussion Item: Establish Norms
 - Discussion Item: Review Council Score Card Results
 - Discussion Item: Review Council Self-Assessment
 - Discussion Item: Public Engagement Opportunities
- **Action Item:** Approved Meeting Adjournment (Motion: Ms. Bartley/Seconded: Ms. Romfo)

Notes from the Governance and Flexibility Team

Notes and Reminders

- * **Setting the date, time and location of your meetings:** Get this information posted at your school and on your SGC website at least 7 days prior to your meeting and you will have covered many requirements of the Open Records and Meetings Laws.
- * **Action Items:** Don't forget that all action items require a motion, a second and a vote (even seemingly simple things like the agenda and meeting minutes need to be voted on).
- * **Establishing/Reviewing meeting norms:** It's a great idea to discuss and create norms that your SGC feels will work well for them. Include these at the beginning or end of your agenda and take the time to review them throughout the year to ensure that your meetings run smoothly and productively.
- * **Staffing your committees:** Remember that all SGC members should be a part of at least one committee. The Budget and Finance Committee and the Communications and Outreach Committee require a Chair (any voting SGC member), the principal, three voting SGC members and can have up to three additional SGC or external members. Also, every school needs a Principal Selection Committee regardless of whether or not they believe that their principal position might become vacant. This committee is comprised of the SGC Chair and three additional voting SGC members.
- * **Reviewing your Council Self-Assessment:** The first meeting of the new school year is a great time to discuss the results of your Council Self-Assessment and make any changes or flush-out any concerns that the team might have before diving into the upcoming year's work.
- * **Reviewing the Exceptional Council Score Card:** Council Score Cards will be available to SGC members in mid-July. This is the first year that councils have received efficacy scores so take a few minutes at your first meeting to celebrate any successes and address areas of growth for the coming year of governance.
- * **Registering for the 2nd Annual SGC Conference:** The Governance & Flexibility Team will be hosting its second district-wide school governance conference "Join the Journey" on Saturday, September 21st from 8:00am until 12:30pm at Riverwood High School. To register click [here](#) or visit <https://tinyurl.com/SGC2019Conference>.