MINUTES

Shakerag Elementary School Governance Council

Date | time 09/10/2019 | 4:30 p.m. | *Location* Northview High School
SGC Website: http://shakeragschoolgovcouncil.weebly.com/

SGC Members

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

Item

- **Call to Order:** The meeting was called to order by Renee Bartley at 4:41 pm
  Members Present: Renee Bartley, Julie Duhe, Justin Elanjian, Christine Lemerond, Cortney Lesman, Margaret Mathas
- **Action Item:** Approve Agenda-A motion to approve the agenda was made by Justin Elanjian and seconded by Renee Bartley
- **Action Item:** Approve August 13 Meeting Minutes-A motion to approve the minutes was made by Julie Duhe and seconded by Renee Bartley
- **Discussion Item:** There was no public comment
- **Discussion Item:** Establish Norms- Group norms were proposed by each member of the team and then categorized by relationships, procedures, and responsibilities. Within those categories, norms were grouped and the following were agreed upon by the team.
  - Keep the whole child in mind.
  - Be present and begin and end on time.
  - Engage in open and honest discussions.
  - Be the voice of all stakeholders.
- **Discussion Item:** Principal's Update
  - Enrollment/Staffing Update- We added one fourth grade class on Friday, 9/6/19. There will be a meet and greet with all 4th grade teachers for parents to attend on the morning of Wednesday, 9/11/19.
    We have an interim IST with us as we continue to interview to fill the vacant position.
  - Playground Update-All playground construction is 100% complete as of Friday, 9/6/19 and temporary fences have been removed.
  - NELC Visit-Area Superintendent, Area Executive Director, and program specialists visited a variety of classrooms around the building for their first visit on Monday, 9/9/19. After speaking with students in those classrooms and observing lessons, they provided feedback of their findings to the admin team who then shared the feedback at a Leadership Meeting with representatives of each grade level and content area. The NELC Visitors reported positive growth since their last visit to our school and provided a few points to ponder:
    1. Student Engagement – How much time do students have to engage in conversation and learning?
    2. Maximize instructional time during snack
    3. Student ownership for learning – Can students articulate what they are learning and why?
  - Newcomers Coffee 9/16 @ 7:15 a.m. (Lighthouse)
  - School Safety Assessment-On Thursday, 9/26/19 Shakerag's procedures and practices will be audited

- o Reminder to sign-up for 9/21 conference sessions-Erin King reported that these sessions are at capacity and they are excitedly anticipating approximately 300 attendees.
- **Discussion Item:** Progress Monitoring Tool, Council Score Card, Council Self-Assessment-Christine Lemerond provided a copy of the updated Progress Monitoring Tool and tasked the council with looking at it closely prior to the next meeting and being prepared to discuss it further. These three pieces of data will be moved to the next meeting as we had to transition to our "Feeder Pattern" SGC meeting.
- **Discussion Item:** Set Next Meeting Agenda (10/8- 7:15 a.m.)
  - o Review the previously established norms
  - o Revisit our meetings scheduled for 4:30 at Northview High School prior to Feeder Pattern Meetings
  - o Review Progress Monitoring Tool
  - o Review Council Score Card
  - o Review Council Self-Assessment
  - o Public Engagement Opportunities
- **Action Item:** Approved Meeting Adjournment at 5:00 p.m. and transitioned to Feeder Pattern Meeting (Motion: Julie Duhe/Seconded: Renee Bartley)

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.