



MINUTES

Shakerag Elementary School Governance Council

Date | time 1/14/2020 | 7:15am | **Location** Shakerag Elementary School

SGC Website: <http://shakeragschoolgovcouncil.weebly.com/>

SGC Members

Joy Albano, Community Member
Rajeev Gupta, Parent
Margaret Mathas, Appointed Staff

Renee Bartley, Community Member
Christine Lemerond, Principal
Jean Romfo, Appointed Staff

Julie Duhe, Teacher
Courtney Lesman, Teacher
Erin King, SGC Coordinator

Justin Elanjan, Parent
Robert Luskin, Parent

Norms: Be present and begin and end on time ~ Keep the whole child in mind ~ Engage in open and honest discussions ~ Be the voice of all stakeholders

- **Action Item:** Call to Order at 7:22 am by Robert Luskin
- **Action Item:** Approve Agenda-Renee Bartley wanted to add an update from the Superintendent's Council Meeting and Christine Lemerond wanted to add an update about Report Cards to the Principal's Update. Courtney Lesman motioned to approve and was seconded by Renee Bartley.
- **Action Item:** Approve December Meeting Minutes-motion to approve made by Joy Albano and seconded by Margaret Mathas.
- **Public Comment-**None (Katie Rope came to take some group photos for our Community Outreach)
- **Discussion Item:** Principal's Update
 - Carpool Updates-Christine reported that changes have been effective and are working out great to ensure safety for all. The carpool line is finishing within 5 minutes of the completion time in the past. Our most recent Safety Assessment validates the need for the changes to carpool.
 - Roof Repairs-Christine reported that we are trying to complete roof repairs as quickly as possible and that contractors are working through the school day to do so. They are repairing issues above common areas so there should be minimal distractions to classrooms.
 - Budget and Hiring Season-Christine hopes to have official numbers by the end of January. As of now, projections show that we will have about the same number of homerooms next year in each grade level. The Fulton County HR Team of Recruiting shared the lack of teachers coming from college as a concern for hiring.
 - Report Card Extension-Report cards are not printing accurately from Infinite Campus and it is messing up the average of the Quarter 1 and Quarter 2 grades for the semester one grade. The Administrative Team is going to reprint and send home new report cards only for the students who were impacted by the error. New report cards will go home on 1/17/20. Communication will go home to parents today notifying them of the errors.
- **Discussion Item:** Select members to attend SES Cross Collaboration Meeting (3/31- 7:15)-Margaret Mathas and Renee Bartley volunteered to attend.
- **Discussion Item:** Select members to attend Spring Cross Council***-Erin King shared that the date is 2/6/20 at the North Learning Center from 6:00-7:30-Margaret Mathas, Courtney Lesman, and Christine Lemerond will attend. Erin King asked that Margaret share a five-minute Communications and Outreach 'best practice' to kick off this meeting. Robert Luskin reminded us that 4/14/20 will be our Feeder Pattern Meeting at Northview.
- **Superintendent Meeting Update-**Renee Bartley shared that the meeting was last Tuesday, and meetings will continue to be the 1st Tuesday of the month. The focus of the meeting was to work on parent's rights and responsibilities and Renee shared a document with the council to that affect. The main topics discussed were Infinite Campus and the middle school's connections offerings. The middle school will try to align their connections offerings better to the high school. We noted the positive opportunity to share with the community that our School Governance Council is present at these meetings monthly to represent our school and opinions.
- **Discussion Item:** Communication and Outreach Committee Update-Julie and Margaret shared the first Adobe Spark videos in the series they plan to create. These videos will roll out to parents starting Friday, January 17. The council

shared positive feedback about the video and handouts. Christine Lemerond shared that there will be a blurb in Shark Bytes about upcoming volunteer opportunities for SGC, Foundation and PTO.

- **Action Item:** Work on Communications and Videos-Small edits were made to the communications flyer that will go home to parents this week to entice public comment.
- **Discussion Item:** Schedule meetings/Set agendas for the following:**
 - Communication and Outreach Committee Meeting for Elections-This subcommittee will meet on 1/15/20 to continue working on the SGC video series and communication flyers to raise awareness of the SGC.
 - Budget Committee Meeting** SGC Meeting 2/11/20 – 7:15 a.m.- Erin King suggested a rough agenda be used for this meeting as well, but no meeting minutes are needed since it will be shared at our monthly SGC Meeting the following month and will be added to those minutes.
 - Set Next Meeting Agenda for 2/25/20 @ 7:15 a.m.
 - Budget Approval-will be presented and approved at this meeting.
- **Discussion Item:** How many meetings are required each school year? Erin King shared that there needs to be 6 meeting per year, so monthly meetings are not always necessary. However, it is a best practice to come together when filling out the SGC survey to voice any questions.
- **Action Item:** Meeting Adjournment-Renee Bartley made a motion to adjourn and Julie Duhe seconded @ 8:07 a.m.

Notes from the Governance and Flexibility Team

* SGC Elections and Budget Season are right around the corner. The G & F team suggests scheduling an Outreach & Communication Committee meeting in January to create a plan for soliciting candidate declarations (the declaration window will be open from February 3rd to February 26th). Budget & Finance Committees should plan to meet in February to review the budget prior to approving it with your full council. Budgets open early in February and tentatively close at the following dates: Elementary – Feb. 28th; Middle – Mar. 6th; High – Mar. 13th.

** All SGC Websites must be in compliance with Georgia Sunshine Laws. Make sure your SGC website is updated with this year's council member information. Be sure that agendas, summaries of action, approved meeting minutes and your annual calendar of meeting times have been posted.

*** Dates, times and locations for the Spring Cross Council are being finalized and should be available to councils in early January. Look for additional communication in the near future.