

E. C. West School Governance Council Minutes

Tuesday, November 17, 2020

Members in virtual attendance:

Name	Position	Attendance	
		Present	Absent
Jennifer Burton	Principal	X	
Vanessa Baker	School Appointed Staff Member (Outreach/Communication Vice-Chair)	X	
Anatavia Benson	Parent/Guardian (SGC Chair, Principal Selection Vice-Chair)	X	
Chelsea Brinson	Teacher (Outreach/Communication)	X	
Ayanna Demery	Teacher (Budget & Finance Chair, Principal Selection)	X	
Deneatrice Harrison	School Appointed Staff Member (Budget & Finance Vice-Chair, Principal Selection)	X	
Kimberly Henderson	Parent/Guardian (Parliamentarian, Budget & Finance)	X	
Courtney Kyles	Community Member	X	
Ronnica Nix	Parent/Guardian (SGC Vice-Chair, Outreach/Communication Chair)	X	
Tunisia Thorne	Community Member (Principal Selection Chair)	X	

The virtual meeting was called to order via Microsoft TEAMS. Motion to call the meeting to order made by Ms. Harrison and seconded by Ms. Thorne at 5:08pm.

The motion to approve minutes from September 22, 2020 meeting was made by Ms. Benson and seconded by Ms. Demery at 5:09pm.

Discussion Item: SGC Goal Setting Roadmap for SY 20-21

Ms. Benson and Ms. Burton attended a workshop on Design Thinking where the process was explained. The training will be leading us through the process. We are a design thinking school.

What is the #1 concern? – Student engagement, whether coming to school or logged on at home, impacts a lot. Our representatives worked with a team and came up with survey questions. Ms. Benson and Jan Jackson have been reaching out to various families, both distance learning and in-class, engaged and not as engaged. They contacted these 8-9 families to collect information by following the Design Thinking process and asked open-ended questions. The design thinking process entails going into it with empathy, defining the problem, creating a protocol, and testing/retesting. Some of the empathy questions asked are:

- How are things going with your family on a typical day?
- How are you managing?
- What has school been like for your family?

So far four (4) families have been contacted and feedback has been collected regarding pros and cons. There are still four (4) more family interviews to be conducted. The next step will be to determine how we will move forward. They will be working together with Jan Jackson and Hannah Zey to come up with a “Need Statement.”

Ms. Burton stated that there is not an official December SGC meeting scheduled, but she would like to hold an unofficial meeting to come up with a need statement after the final four (4) interviews are conducted. Ms. Harrison identified the design thinking steps that we will be visiting are to:

- Collect data
- Develop a need statement
- Create a prototype
- Test/Retest
- Find a solution

Ms. Burton assured that Ms. Zey and Ms. Jackson will support us through the design thinking process. The question “What is the timeframe for completing the design thinking process,” was asked. The response was this school year. Upcoming deadlines are: to have a prototype by January, a 2-hour face-to-face coaching in March, and a 4-hour debrief during the SGC meeting in May. Ms. Benson would like to share the design thinking playbook with the SGC members. Ms. Burton says that it will be emailed to our SGC for all to review. The unofficial meeting to revisit our design thinking process and come up with a need statement is scheduled for Tuesday, December 8, 2020 at 5pm.

Informational Item: Principal’s Update

Ms. Burton has no new information regarding school closing. She knows that information regarding the second semester will come out after Thanksgiving. There will be a quick turnaround for parents to respond. Currently, there are some simultaneous classes being taught, but Ms. Burton thinks that one model would work best, meaning either online or in person. Parents will be held to a commitment for nine weeks when deciding to either keep their student home for distance learning or sending them for in-class instruction. The district will back E.C. West’s decision in this matter. This commitment will be communicated during the survey that will be sent out to families.

We are working to ensure students are finishing assignments for the end of semester to avoid earning an incomplete. They will have until Friday December 4, to get assignments in for make-up or recovery assignments. This deadline must be two weeks before the end of the semester.

Charter Funds Proposal- We want the Technology Lab to be exciting like the STEM Lab. So, Ms. Burton met with a design team regarding reallocating funds to improve the technology lab. She has an idea of our vision to be like, “Google for Kids.” There’ll be industrial tables, pods/soft -seating, a monitor to showcase projects, and a technology bar. There is a former ECW student who is a recent graduate of

Georgia Tech. They are donating the amount of their graduating year and their company is matching their donation. They will have a proposal to Ms. Burton by tomorrow. We can look at the proposal during December's unofficial meeting if its narrowed down to a reasonable amount. There will be more information to come.

Our next virtual meeting will be Tuesday, January 26, 2021 at 5:00pm.

Set Next Meeting Agenda: Items to include on January agenda are:

- Vote Charter Fund Protocol Proposal
- Walk away with a needs statement
- Parents Bill of Rights for update

The motion to adjourn the meeting was made by Ms. Brinson and seconded by Ms. Benson. The meeting was officially adjourned at 6:36pm.