



Hembree Springs Elementary School Governance Council Meeting minutes

Date: Friday, August 9, 2019
Time: 1:02 – 2:44 pm
Location: Hembree Springs, Media Center

In attendance:

Laurie Woodruff	Cathy Sparks	Heidi Forsyth	Chandra Stevens
Jenn Mizzell	Jose Velarde	Frank McGonagle	Freddie Benschine
Holly Marzetti	Lisa O’Hanlon	Carrie McAtee	

Action Items

- Motion to Open (JM, second FM) – Passed unanimously – Meeting opened at 1:02
- Motion to Approve Agenda as presented (CM, Second FM) – Passed unanimously
- Motion to Approve meeting minutes of previous meeting (05/06/19) (JM, second FM) – Passed unanimously
- Motion to nominate and approve Lisa O’Hanlon as community member – (JM, second FM) – Passed unanimously
- Motion to nominate and approve Heidi Forsyth as parent member – (JM, second FM) – Passed unanimously
- Motion to elect new officers: Jose Velarde (Chair), Lisa O’Hanlon (Vice Chair), Cathy Sparks (Parliamentarian) – (JM, second FM) – Passed unanimously
- Motion to staff SGC Committees: Budget and Finance- Carrie McAtee (chair), Jose Velarde, Frank McGonagle, Cathy Sparks; Outreach and Communications- Jenn Mizzell (chair), Holly Marzetti, Lisa O’Hanlon, Heidi Forsyth, Chandra Stevens; Principal Selection- Jose Velarde, Jenn Mizzell, Lisa O’Hanlon, Frank McGonagle– (JM, second HF) – Passed unanimously
- Motion to Adjourn – (JM, second FM) – Passed unanimously – meeting adjourned at 2:44

Discussion Items and Follow-up Actions

Open SGC Positions

- Holly Marzetti appointed into staff member position by Laurie Woodruff
- Nomination for Lisa O’Hanlon for open community member position– (JM, second FM) – Passed unanimously
- Lettie has resigned from HSE SGC due to her child moving schools. Nomination for Heidi Forsyth to fill open position for remainder of the term– (JM, second FM) – Passed unanimously

Officers and Staff Standing Committees

- Jenn Mizzell and Freddie Benschine briefly explained the roles for officers and committees.
- Motion to elect new officers: Jose Velarde (Chair), Lisa O’Hanlon (Vice Chair), Cathy Sparks (Parliamentarian) – (JM, second FM) – Passed unanimously
- Motion to staff SGC Committees: Budget and Finance- Carrie McAtee (chair), Jose Velarde, Frank McGonagle, Cathy Sparks; Outreach and Communications- Jenn Mizzell (chair), Holly Marzetti, Lisa O’Hanlon, Heidi Forsyth, Chandra Stevens; Principal Selection- Jose Velarde, Jenn Mizzell, Lisa O’Hanlon, Frank McGonagle– (JM, second HF) – Passed unanimously

Principal’s Update

- Laurie provided SGC with current enrollment and staffing numbers.
 - Current enrollment= 605 students; this was over the projection from last year; 594 students enrolled at end of previous school year; 29 students have enrolled at Hembree since Monday
 - There are currently 82 students in Kindergarten. HS has earned 5 Kindergarten teachers, but there are currently 4 classes opened and staffed; admin is watching K numbers and researching flexibility with the 5th position if needed
 - Opening 2019-2020 school year with: 4 Kindergarten classes, 5 first grade classes, 5 second grade classes, 4 third grade classes, 5 fourth grade classes, and 4 fifth grade classes. Laurie purchased additional positions in first and fourth grades to lower class sizes. The average class size is about 20 students.
- Laurie shared GA Milestones results from previous school year.
 - There was an 8.7% decrease in third grade students passing at levels 2, 3, and 4 in Reading. However, there was an increase of students moving across levels at levels 3 and 4.
 - 73.1% of students passed reading; 78.8% of students passed reading after summer retest

- 90% of students passed math; 9% increase of students performing at levels 3 and 4.
- 94% of 5th grade students meeting or exceeding grade level in reading. 93.1% of fifth graders meeting or exceeding grade level in math. There were significant increases in science and social studies as well.
- In fourth grade, there was less than 1% decrease in students passing reading, but lexile levels increased. Small decrease seen in students passing math, but more 4th graders were achieving in levels 3 and 4 in math.
 - Administration is looking as possible causes for drops in 4th grade scores. Laurie pointed out that 4th grade took the Milestones much later in the year. Carrie expressed that Hembree will “shut down” and go into full testing mode for both third/fifth, and fourth testing weeks.
- Hembree achieved an award from FCS by being the school with the highest level of growth in the district.

Hembree Springs SGC

- Freddie shared results from the Council Score Card and Council Self-Assessment.
 - Hembree received all 12 points on council, labeling the council as “highly effective” in its’ work.
 - 100% of the council are engaged in strategic decision making, which is the main focus of the SGC.
 - Freddie stated that across the district it is common for councils to have challenges with informing all stakeholders of council work and fully utilizing committees.
- Jenn shared information about the “Transfer of Knowledge” One Drive. Carrie will share link with council so they can all access Hembree’s SGC documents.
- Tentative meeting schedule was set. Meetings will alternate between before and after school. All meetings will be held in the Hembree Springs Media Center.
 - 9/11 @ 2:45
 - 10/9 @ 7:00
 - 11/20 @ 2:45
 - No Meeting in December
 - 1/15 @ 7:00
 - 2/26 @ 2:45; additional budget and finance committee meeting will be held.
 - 3/19 @ 7:00
 - No Meeting in April
 - 5/13 @ 2:45
- Meeting norms were reviewed and agreed upon.

- Silence all phones.
- Be prepared.
- Be an active participant/listener.
- Be respectful of others' opinions.
- Work for the good of all students.
- Carrie, Cathy, and Lisa will attend the SGC conference on September 21st and redeliver information at October meeting.

Next meeting agenda

- Strategic Plan and monitoring tool review
- Strategic Plan 2022 survey results shared
- 2018-2019 SEED update (AJ will be invited to attend and share committee work)

Motion to Adjourn

- Motion to Adjourn (JM, Second HF) – passed unanimously – meeting adjourned at 2:44

Calendar Review and Update

- Next Meeting: Wednesday, September 11, 2019 at 2:45pm.