



AGENDA

Spalding Drive Elementary School Governance Council

Date | time 8/25/2020 | 7:20am | *Location* Microsoft Teams

Attendee Link: <https://bit.ly/2FyIX6B>

Public may attend the meeting by joining this link: <https://bit.ly/2FyIX6B>

SGC Members

Lynn Johnson, Principal | Kimberly Parkman, Elected Parent | Nicole Waller, Elected Parent (Chair) | Simone Warner, Elected Parent | Melany Jsames, Elected Teacher (Outreach and Communications Chair) | Erin Sandell, Elected Teacher (Budget and Finance Chair) | Chris Calnin, Community Representative | Mike Perry, Community Representative | Tanner Lowery, Appointed School-Based Employee (Vice-Chair) | Lisa Jeffcoat, Appointed School-based Employee (Parliamentarian)

In attendance: Lynn Johnson, Melany Jsames, Tanner Lowery, Kimberly Parkman, Erin Sandell, Nicole Waller, and Lisa Jeffcoat

Time	Item	Owner
7:20am	Call to Order 7:28 Called to order	Ms. Waller
7:22am	Action Item: Approve Agenda 7:28 Jsames - motion to approve Sandell – 2nd	Ms. Waller
7:24am	Action Item: Approve July 2020 Meeting Minutes 7:29 Jsames -motion to approve Sandell - 2nd	Ms. Waller
7:26am	Discussion Item: Establish/Review Meeting Norms 7:29 (Sandell) Ms. Waller welcomed members and shared last year’s meetings norms listed at the bottom of our agenda. Ms. Sandell asked if there are any additional norms that we should add. She suggested we think about a norm that reflects the current virtual meetings. Sandell suggested instead of “Be on time and prepared”, “Be focused and engaged” addresses the challenges of being distracted by technology in a virtual meeting. We will keep the other three norms as is. We can revisit norms during the year if the need arises.	Ms. Sandell
7:35am	Informational Item: Principal Update 7:33 (Johnson) Today at 8:00 and 12:00, FCS TV will be airing a PK lesson taught by Ms. Sprinkle. Newest email from Dr. Looney sent last night updated the county with the number of Covid cases. There have been no cases at Spalding. The information is also on the county website. It will be updated every Monday. Devices have been given out to students in grades 3-5, 2 nd graders who requested them, and ESOL students (including iPads for younger students). The Microsoft translator app was put on ESOL student devices to better support their virtual learning. Students can use the app to translate what the teacher is saying during a lesson. We gave out approximately 40 devices to 2 nd graders. Phase 1 of return to Face-to-Face (F2F) will begin Sept. 8. It will include two sessions for PK-2 - 7:40-9:10 and 10:40-12:10. Snacks and transportation will be provided. The goal of Phase 1 is to acclimate children into the building. Teacher will also begin getting used to working with a small number of students in the classroom. Survey sent home is split almost half and half to who will participate in Phase 1. Masks required for all students and staff during Phase 1. Email from Dr. Looney last Friday made it sound like we will move through Phase 1 quickly if numbers continue to drop.	Ms. Johnson

May skip to Phase 3 – ¼ of class coming for a full day. Lunch and breakfast will be served. Parents were asked for date and time preference for Phase 1 return. Most parents want the 10:40 time. Grade level responses are consistent with about 6-8 students returning to F2F per class except for PK. Maximum in a classroom will be 5 students. Will probably have more like 2-3. Teachers will teach in person and virtually at the same time. K is the only grade level that will have to do simultaneous instruction during Phase 1. The other grades will have children during their non-virtual time, so they will have a chance to do some one-on-one assessing. As we move to Phase 2-3, teachers will have to get proficient with simultaneous instruction when ¼ of their class is here and ¾ is at home learning virtually. Ms. Waller asked if there is a parent option to keep students at home. Ms. Johnson assured that all Phases are optional for students. The county is looking at what virtual learning will look like for students not returning to school during F2F. Ms. Johnson shared that the county has some plans for outfitting classrooms with cameras and speakers that will allow students at home to be part of the class.

7:50am

Strategic Plan Pillar #4: Fiscal Responsibility
Discussion Item: Charter Funds Protocol

Ms. Johnson/Ms. Sandell

7:47 (Johnson/Sandell) We have been allocated \$30,000 to put towards our strategic goals. The county shared a protocol for us to use to spend the money. We also have \$24,000 that rolled over. That money must be spent by the end of the fiscal year (June 30, 2021). \$54,000 is not enough to hire a position. Ms. Sandell created a Padlet for SGC members and staff to share their ideas for using the money. The Padlet has a rubric that we will use as a SGC to help us decide if the suggestions meet the guidelines for spending the money. Question posed by Ms. Sandell – does the finance committee want to meet to discuss ideas from Padlet or the entire SGC? We can start adding our ideas today before sending it out to the staff. Ms. Johnson suggested the finance committee look over the ideas before the entire SGC due to the volume of teacher suggestions she expects. That way, the finance committee can narrow down the list based on the rubric to be more efficient. Ms. Parkman asked if we could put the parameters (cost) on the Padlet for members and staff to include. Guidelines to be added to Padlet: be under \$54,000, meet aspects of our strategic plan, and evaluated by the rubric. SGC will have a week to post their ideas before sending it to staff. Ms. Waller asked if Ms. Johnson sees any needs within the school. Ms. Johnson is hesitant to buy devices because any devices bought with charter dollars, SPLOST money, etc. belong to the county and the county can take them if needed. 165 devices were taken from the school in March and only 84 were returned at the beginning of this year. She would like the money to be spent on something that will make teacher's current teaching situation easier.

September Goal: Collect ideas for the charter fund.

8:00am

Strategic Plan Pillar #3: Community Collaboration
Gentlemen of Distinction Update

Ms. Johnson

8:02 (Johnson) Getting settled with the program. In the past, Ms. Richards, our former SGC Chair, wanted a program to provide male role models for male students. We need to work on the logistics of how mentors and mentees can meet safely during the current state. Mr. Stevenson could be a good person to assist in the program. Ms. Johnson will get with Ms. Richards to work on the plan for this year.

September Goal: Work with Ms. Richards to get a plan in place for this year's mentors/mentees.

8:15am

Strategic Plan Pillar #2: People and Culture
Virtual Meetings

Ms. Johnson

8:06 (Johnson) Virtual meetings happening all the time. Live meeting for SGC meetings. We will continue virtual meetings, including parent meetings. Phase 1 – parents can request a 1-on-1 in person meeting with a teacher with social distancing and a face mask. Virtual meetings are the best option, though. There are some issues with student devices being slow. There is a new program running on the background of student devices so updates are happening, and someone can remote access to the device to fix any problems. Admin is divided up between all the teachers to allow them to drop in on classes. Ms. Johnson is so

proud of how everyone is doing. Staff and grade level meetings are all virtual. There was some concern with kids not being able to log on through Classlink, but this has been resolved. Teachers need to continue to share technology how-to resources with parents on Teams.

September Goal: Continue to work through technology issues.

8:20am	Strategic Plan Pillar #1: Student Achievement Status Report	Ms. Johnson
	8:11 (Johnson) Starting today with 5 th graders taking iReady using live proctoring. Students take the diagnostic in the presence of the teacher. Information shared with students and parents to encourage academic integrity for students to take the diagnostic without assistance. We will print reports after the completion. There is a GSE report that will show standards that have not been mastered from previous years. This allow teachers to target instruction. The county has also identified skills missed during spring of 2020 and included them in learning recovery documents for teachers to plan out their instruction. After 3-5 takes the diagnostic, we will start with 2 nd grade. K-1 will most likely wait until returning to school.	
	September Goal: Share diagnostic data from grades 3-5.	
8:25am	Informational Item: Superintendent Parent & Community Advisory Council Update	Ms. Waller
	8:15 (Waller) Ms. Waller will be our representative. Last year, they were working on a Parent Bill of Rights. They will continue working on it once they have their first meeting. She will update us at each meeting.	
8:27am	Informational Item: Review SGC Website/ SGC Teams Site	Ms. Johnson
	8:17 (Johnson) Website is updated by Ms. Johnson. Ms. Jeffcoat saves minutes and action items to the SGC Teams for SGC members to access. These are then added to the website by Ms. Johnson. We can post questions in the Teams site, but no decisions can be made via Teams. Ms. Waller asked if when items are posted, do members get an alert. Ms. Johnson showed that numbers will pop up on the "Activity" channel. When we post something, we can also use the @ with the person's name to alert them of a new post. Ms. Parkman shared that you could turn on notifications for Teams. Ms. Johnson reminded new members to attend the training. New members will then get an FCS email to use for all SGC business.	
8:35am	Discussion Item: Set Next Meeting Agenda	Ms. Waller
	8:21	
8:45am	Action Item: Meeting Adjournment	Ms. Waller
	8:22	
	Sandell - Motion to adjourn	
	Jsames – 2 nd	

Meeting Norms

Be on time and prepared | Everyone contributes | Focus on solutions, not problems | Consider all students in all decisions



SGC Charter Dollars Spending Rubric

	Minimum Priority (1 point each)	Medium Priority (2 points each)	High Priority (3 points each)
Strategic Plan Pillars	Project does not align with the strategic plan	Project somewhat aligns with the strategic plan	Project definitely Aligns with the strategic plan
Impact	Project impacts less than 25% of student body	Project impacts 50% or less of student body	Project impacts a majority of the student body
Student Achievement	Project impacts one [insert outcome]	Project impacts two [insert outcome]	Project impacts all [insert outcome]
Usage	Item can only be used one to two times a year	Item can be used repeatedly throughout the year	Item can be used repeatedly over multiple years

Column Totals: _____

Total Score (out of 12 possible points): _____