AGENDA

River Eves Elementary School Governance Council

Public may attend the meeting by joining this link:

https://teams.microsoft.com/l/meetup-join/19%3a187af4b7bcd04fb49932cb5bef0209e8%40thread.tacv2/1602099815096?context=%7b%22Tid%22%3a%220cdcb198-8169-4b70-ba9f-da7e3ba700c2%22%2c%22Oid%22%3a%2238 3136f6-06a8-4a59-9622-10f57029a186%22%7d

SGC Members

Matthew Donahoe, Principal | Deonte Moore, Teacher | Tina Ratonyi, Teacher | Hannah Zey, Governance and Flexibility | Anna Tavormina, Appointed Staff | Rebecca Fleps, Parent (Chair) | Karleen Vaughn, Parent | Jose Cherian, Parent | Jennifer Tullar, Community Member | Alex Shenkar, Community Member | Allyson Hewett, Parliamentarian

Time	Item	Owner
7:00am	**Call to Order** Absent Members: Tina Ratonyi	**Chair**
7:02am	**Action Item: Approve Agenda** Motion to Approve: Jen Tullar Second: Anna Tavormina Council approves	**Chair**
7:05am	**Action Item: Approve September Meeting Minutes** Motion to Approve: Jose Cherian Second: Anna Tavormina Council approves	**Chair**
7:07am	**Discussion Item: Check in with Family Engagement Committee** • Tina is the lead on this sub-committee but is out on leave. Deonte is also on the sub-committee. • A website has been created, but we will need to add more content to the site before publishing the website. The purpose of the site was to engage with parents in coming into the building to participate within the school. However, due to COVID, we cannot have parents in the building. We are continuing to add content to the site and will publish when it is better completed. • The next SGC Meeting is in conjunction with the Principal's Chat and Chew. The Chat and Chew allows our diverse families and community members to be more involved within the school. • Family Engagement is a critical sub-committee for River Eves	**Committee Chair**
7:12am	**Discussion Item: Design Challenge Next Steps (See Bottom of Agenda)** • Design Challenge Next Steps were completed in Design Thinking Boot Camp for Council members on October 7	**Chair**
7:17am	**Discussion Item: November Workshop Date Selection**	**Chair**

	• The council discussed with Hannah Zey regarding a date selection. • The council selected November 6(primary) and November 19 (secondary). **Action Item: Council members should be available 1-3 on both the submitted dates.**	
7:22am	**Discussion Item: Empathy Protocol (See Bottom of Agenda)** The council shared responses from the Empathy Protocol below.	**Design Challenge Atlanta Facilitators**
7:35am	**Discussion Item: Public Comments** No public comments.	**Chair/Principal**
7:40am	**Informational Item: Principal's Update** • We have been in Phase 5 for 8 days. Teachers are working both with in-person and online students. We are working through any day-to-day challenges, but the transition is going well overall. • River Eves was on track for STEM recertification this school year, but the process has been postponed due to COVID • STEM Recertification to resume in Fall 2021 **Action Item: Matt will continue to update the Council on recertification process and what the Council can do to support.**	**Principal**
7:50am	**Discussion Item: Set Next Meeting Agenda** • Becky extended to Council for any action items that needed to be added • Hannah Zey: consider the use of charter dollars, keep in mind of the continuation of the Design Thinking Workshop, SGC website audit is coming up • There will be a form SGC will complete in place of the monitoring tool for our school strategic plan **Action Item: The Council should consider ways to implement the Design Thinking model to support the school's strategic plan.**	**Chair**
8:00am	**Meeting Adjournment** Motion to Adjourn: Jennifer Tullar Second: Jose Cherian Council approves	**Chair**

Meeting Norms

Silence Phones | Come Prepared | Be Respectful of Others' Opinions | Work for the Good of All Students |

Notes and Reminders

We at the Governance and Flexibility team hope that this sample agenda is helpful and provides some general guidance for your first meeting of the coming school year. Below are some tips and additional details about the agenda items listed on the first page of this document. We hope you have a restful summer and are looking forward to working with everyone in the fall.

* **Setting the date, time and location of your meetings**:It's a great idea to set your meeting schedule for the entire fall semester (if not the entire year) at your first meeting. 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).

* **Running the first meeting**: Note that in the sample attached the principal ran the meeting until officers were elected and a chair could take over. This is a great practice as there will not technically be a standing chair at the beginning of the first meeting of the year. (Note: if the previous chair is still sitting on the council, they are welcome to run the beginning of year meeting until a new chair is elected)

* **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. Keep in mind your Council Self-Assessment survey feedback when considering your norms for the new year.

* **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.

** **Governance Training for New Members**:All members are required to attend the governance training once.

SGC Design Challenge Next Steps

- Take the 1-3 outcomes from your strategic plan that you identified at the **AK12DC Design Thinking Bootcamp** to prioritize this year. Before the November Area of Focus workshop with coaches, dig a little deeper into those outcomes.

  You might:
    - Talk with a few stakeholders (inside and outside the school)
    - Interview a few people (students, teachers, parents) whom you would consider to be "users"
    - Get a better understanding of the factors influencing the need you've identified
    - Review any data you have related to the issue area (e.g., iReady, staff/student survey)
    - *Remember: This empathy work is to increase your understanding beyond what YOU know or may think.*

- Bring what you've learned about the selected outcome(s) to the Area of Focus workshop in November.

- At the workshop, we will help you:

    - Narrow down to the 1 area for your design challenge (unless you have already)
    - Appropriately frame the design challenge for your school that will springboard your team's work for the rest of the year

August SGC Meeting Exercise: Building Empathy for Our Users

Focus:	Community
Purpose/Outcome:	Community Collaboration: Teachers, Staff, Students, Parents and Community.
Time:	15 minutes
Facilitator:	Elected Chair or Vice Chair
Protocol:	1. Facilitator presents opening question: What changes have you experienced during the outbreak of COVID19 and how have they made you feel? 2. Members take 60 seconds to quietly reflect. 3. The facilitator opens the floor for members of the SGC to share their experiences. (3-4 members volunteer to share their experiences.) 4. The facilitator presents this closing question for reflection until the September meeting: Think about how these experiences impact you. How can we use our work this year in SGC to support our school's community? 5. The facilitator closes with this idea for the SGC's focus for the 20-21 school year: "As we understand and empathize with our community, we can further our work as an SGC and support our school's community aligning these ideas to our strategic plan goals."
Next Steps:	Add this empathy reflection to the September agenda to allow members to share ideas of future support the SGC can provide our community. Discussion points can be added to evidence of progress on your strategic plan monitoring tool.