



AGENDA

River Eves Elementary School Governance Council

Date | time 11/20/2020 | 7:15am | *Virtual*

Public may attend the meeting by joining this link:

<https://teams.microsoft.com/l/meetup-join/19%3a187af4b7bcd04fb49932cb5bef0209e8%40thread.tacv2/1604336894749?context=%7b%22Tid%22%3a%220cdb198-8169-4b70-ba9f-da7e3ba700c2%22%2c%22Oid%22%3a%22383136f6-06a8-4a59-9622-10f57029a186%22%7d>

SGC Members

Matthew Donahoe, Principal | Deonte Moore, Teacher | Tina Ratonyi, Teacher | 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
7:15am	Call to Order Absent members—Becky Fleps, Alex Shenkar, Tina Ratonyi Call to order—Karleen Vaughn, Vice Chair	Chair
7:16am	Action Item: Approve Agenda Motion to approve: Jennifer Tullar Second: Anna Tavormina Council approves	Chair
7:17am	Action Item: Approve October Meeting Minutes Motion to approve: Jose Cherian Second: Jennifer Tullar Council approves	Chair
7:18am	Discussion Item: Updates on Design Thinking Process Council members will be conducting interviews today to gather parent feedback on feeling equitably connected to River Eves. We will discuss parent feedback from today's interviews at our next Design Thinking Process Training. Action Item: Applicable council members will contact families today to gather feedback on 4 design thinking questions. Scribes should email notes from parent feedback to Matt (preferably today).	Chair
7:23am	Discussion Item: Public Comments No Public Comments to discuss.	Chair/Principal
7:25am	Informational Item: Principal's Update No information from the district on decisions regarding COVID-19 or a return to remote learning. Matt shared Design Thinking Process with PTA; positive response. PTA is working to support River Eves initiative for 1:1; using fundraising money. District is seeking new vendor for technology.	Principal

	<p>District will provide some devices for K-1; will still not be 1:1 but will support our initiative.</p> <p>PTA sponsored Dance-a-Thon was a success; Coach Snyder helped make the Dance-a-Thon a success.</p> <p>Positive case at River Eves—school was notified late Tuesday.</p> <p>School made calls to individuals (students and staff) who were high-risk exposure based on district-supported contact tracing.</p> <p>District has to send communication response to Principals before Principal can update school community. Matt sent out communication late Wednesday upon receiving communication from the district.</p> <p>All students within grade-level received an email; high-risk students and staff received additional communication.</p>	
7:35am	<p>Discussion Item: Set Next Meeting Agenda</p> <p>Check in for Design Thinking process</p> <p>Hannah Zey: Reflection and Monitoring Form will need to be completed before Winter Break. This aligns with Design Thinking work; SGC Form in an email Hannah sent out. Matt and Becky will complete this form. Website audit is coming up. IDEA process will be a big focus of our time in January's meeting; this will include data from today's feedback. The council will begin developing a prototype to address the needs expressed in the parent feedback.</p> <p>Action item: Matt and Becky will complete the SGC form.</p>	Chair
7:40am	<p>Meeting Adjournment</p> <p>Motion to approve: Jennifer Tuller</p> <p>Second: Anna Tavormina</p> <p>Council approves</p>	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:	<ol style="list-style-type: none"> 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.