



Dolvin Elementary School Governance Council

Date | time 01/11/2022 | 7:00 am | Location [Virtual Link](#)

SGC Members

[Vacant], Chair | Karen Cooke, Principal | Sarah Fetz, Parent | Ji Han, Vice Chair | Jenny Petrina Teacher | Andy Stein, Appointed Staff Member | Jennifer Shaffer, Parliamentarian | Ilyssa Tabor, Parent | Logan Toskey, Parent | Cara Vollberg, Teacher

Time	Item	Owner
7:00am	<p>Call to Order</p> <p>The meeting was called to order by Ji Han at 7:06 AM and seconded by Andy Stein</p>	Ji Han
7:02am	<p>Action Item: Approve Agenda</p> <p>A motion to approve the agenda was made by Ilyssa Tabor and seconded by Sarah Fetz</p>	Ji Han
7:05am	<p>Action Item: Approve December Meeting Minutes</p> <p>A motion to approve the agenda was made by Cara Vollberg and seconded by Jenny Petrina.</p>	Ji Han
7:07am	<p>Discussion Item: Principal's Update</p> <ul style="list-style-type: none"> - The closing matrix is no longer being used by Fulton County. - We will continue with spaced out seating. - We will continue with directional hallways. - January 21 is the end of the mask mandate. After that point students and staff can opt to wear or not wear masks. - We have less staff absences this week than we did last week. - Staff changes – we are currently looking for a para and a special ed teacher. 	Karen Cooke
7:14am	<p>Discussion Item: Gift Wrap Recap</p> <ul style="list-style-type: none"> - Did gift wrap from November to December - It was not deemed as successful as it was last year - Overall the numbers were down by 1 or 2 people from last year - Continued recommendations – maybe just do 1 day; we will need gift wrapping donated again next year (specifically wrapping paper) 	Ilyssa Tabor
7:17am	<p>Discussion Item: Superintendent Meeting Update</p> <ul style="list-style-type: none"> - Answering questions - School closures & COVID – the biggest commitment was getting every student fed 	Ji Han
7:20am	<p>Discussion Item: Recommendations for remaining SGC funds \$15,000</p> <ul style="list-style-type: none"> - Discussed options for money <ul style="list-style-type: none"> o Teachers and faculty apply for mini grants o Consider maxing it out at \$2500 per request 	Ji Han

Time	Item	Owner
	<ul style="list-style-type: none"> ○ Consider having a space for if it needs to go over the budget ○ School safety – we replaced some locks before so locks can be locked from inside the classroom - https://nightlock.com/lockdown-door-barricade-devices ○ How can we give more to kids? <ul style="list-style-type: none"> - There was a unanimous vote to approve the budget to be used for teacher grants. - These grants will be due February 11 and we will review later in February 	
7:30am	Discussion: January 2022 SGC Meeting Exercise: Strategic Budgeting (See Page 2)	Ji Han
7:45am	Discussion Item: Schedule Committee Meetings <ul style="list-style-type: none"> • Budget & Finance- Preparation for Budget Approval – we need to elect a new chair to the budget committee – Cooke, Stein (Budget Chair), Han, Vollberg – we will meet one of the first two weeks in February • Communication & Outreach- Preparation for Elections – Tosky(Chair), Petrina, Tabor, Fetz, Shaffer - we will meet one of the first two weeks in February – February 1 • Motion to move the SGC meeting was made by Ilyssa Tabor and seconded by Andy Stein • It was a unanimous vote to move the meeting to February 15th 	Ji Han
7:50am	Discussion Item: Set Next Meeting Agenda <ul style="list-style-type: none"> - Grant feedback - Communication Committee 	Ji Han
7:55am	Elect New Chair for SGC <ul style="list-style-type: none"> - Motion to nominate Ji Han was made by Ilyssa Tabor and seconded by Jenn Shaffer. - The vote was unanimous. 	Ji Han
8:00am	Action Item: Meeting Adjournment <ul style="list-style-type: none"> - Motion to adjourn the meeting was made by Ilyssa Tabor and seconded by Jenny Petrina at 7:55 AM. 	Ji Han

Meeting Norms

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

Turn on Camera | Work for the good of all students | Be patient and open-minded | Create an atmosphere of fairness and respect

Notes from the Governance and Flexibility Team

* As the window for expenditure requisitions reopens this month, councils should continue discussing and finalizing their plans spending their allotted Charter Dollars. All schools received \$44,500 at the beginning of the school year to support strategic goals & initiatives. These funds must be voted-on and approved by a majority of council members before they can be used for any purchases. All council-approved expenditures should be reported to district leadership through the [Charter Dollar Expenditure Form](#).

** Annual SGC Budget Approvals & Spring Parent/Teacher Elections are rapidly approaching. Council Committees play big roles in successfully navigating these processes. Below are timelines and suggested meeting times for each process/committee. The Governance Team will be sending out additional information and supporting resources related to these tasks in the coming weeks.

Annual SGC Budget Approvals

Budget & Finance Committee Meeting (1 – 2 weeks prior to Council Meeting) - Purpose: Detailed discussion between members and principal regarding cost center allocation decisions; Plan for presenting budget decisions to council for approval and sharing decisions with stakeholders

Council Meeting (1 – 2 weeks prior to Budget Closure) - Purpose: Annual Budget Proposal by principal and committee members culminating in a vote by the council to finalize and approve allocation decisions for the coming school year

Important Dates: Budgets for all schools will open on February 7th and will close on February 25th (ES), March 4th (MS), March 11th (HS)

Spring Parent/Teacher Elections

Outreach & Communication Committee Meeting (January) – Purpose: Plan for securing parent/teacher candidates to ensure competitive elections

Outreach & Communication Committee Meeting (February) – Purpose: Plan for sharing candidate information with constituents and promoting voting

Important Dates: The window for Candidate Declaration will be February 2nd – March 2nd. The voting window will be March 23rd – March 30th.

January 2022 SGC Meeting Exercise: Strategic Budgeting



Focus:	Strategic Budgeting
Purpose:	Preparation for the upcoming Annual Budget Approval process through review of the current state of the school's budget and a discussion of how any predicted or unforeseen events impacts to the year's budgeting decisions. Ensuring that future funding allocations and expenditures are aligned to school initiatives and district priorities.
Time:	20 – 30 Minutes
Facilitator:	Budget & Finance Chair (or Designee)
Exercise:	<ol style="list-style-type: none"> 1. Prior to meeting with the council, work with the principal to prepare a short discussion (5 minutes) of the school's current financial state. Keep the discussion points simple and focused on the areas of funding pertinent to governance council members (ex. Cost Center Status, Charter Dollar Balance, Title 1 – if applicable) 2. At the meeting, briefly review the strategic initiatives that are being prioritized by the school. Limit this discussion to two to three programs/processes/etc. Allow members to ask clarifying questions about the initiatives to ensure the team is clear about the strategic focus of the school. <i>(5 – 7 minutes for discussion and questions)</i> 3. Partner with the principal to lead a conversation about the school's current financial state (See Step 1). Again, allow members to ask clarifying questions, but try to keep the focus of the conversation on big picture budget-related information. Council members will have the opportunity to dive into the specifics of the budget at upcoming committee meetings. <i>(5 – 7 minutes for discussion and questions)</i> 4. Discuss as a group any major expected or unforeseen events that impacted the current year's budget. Then, ask members to give thought to potential impacts that might affect the school's budget moving forward. <i>(5 – 10 minutes for review of current budget and member discussion of potential future impacts)</i>
Next Steps:	Ask the council to consider the predicted or potential impacts discussed at the meeting and consider ways in which the school might work to either mitigate any negative effects or capitalize on potential opportunities. Encourage members to share their thoughts at the next council meeting or to attend future Budget & Finance committee meetings to support the strategic budgeting process.

