



# AGENDA

## Dolvin Elementary School Governance Council

*Date | time* 08/23/2022 | 7:00am | *Location* Dolvin Elementary School, Room 106

### SGC Members

Karen Cooke, Principal | Katelyn Cameron, Teacher | Sarah Fetz, Community Member | Carrie Halron, Appointed Staff | Ji Han, Community Member | Mark Norman, Parent | Jenny Petrina, Teacher | Andy Stein, Appointed Staff | Logan Toskey, Parent | Holly Warner, Parent

Time	Item	Owner
7:00am	Call to Order	Cooke
7:02am	Action Item: Approve Agenda Motion (m.) Stein / Second (s.) Petrina / Vote (v.) Unanimous @7:03AM	Cooke
7:04am	Action Item: Approve June Meeting Minutes m. Han / s. Stein / v. Unanimous @7:04AM	Cooke
7:06am	Discussion Item: Member Introductions <ul style="list-style-type: none"> <li>a) 2 New Teachers/Staff               <ul style="list-style-type: none"> <li>i) Katelyn Cameron</li> <li>ii) Carrie Halron</li> </ul> </li> <li>b) 2 New Parents               <ul style="list-style-type: none"> <li>i) Holly Warner</li> <li>ii) Mark Norman</li> </ul> </li> <li>c) Community Members               <ul style="list-style-type: none"> <li>i) Ji Han (1) m. Halron / s. Norman / v. Unanimous @7:06AM</li> <li>ii) Sarah Fetz (1) m. Halron / s. Warner / v. Unanimous @7:06AM</li> </ul> </li> </ul>	All Members
<del>7:11am</del>	Action Items: Elect New Officers (Chair, Vice Chair, Parliamentarian)	Cooke
7:08am	Discussed roles for each position (page 9. Handbook) 5 members are required to have a quorum/ any less and we cannot meet. <ul style="list-style-type: none"> <li>a) Ji Han volunteered for Parliamentarian               <ul style="list-style-type: none"> <li>i) m. Warner / s. Stein / v. Unanimous @7:08AM</li> </ul> </li> <li>b) Andy Stein volunteered Vice Chair               <ul style="list-style-type: none"> <li>i) m. Cameron / s. Stein / v. Unanimous @7:08AM</li> </ul> </li> <li>c) Logan Toskey volunteered Chair               <ul style="list-style-type: none"> <li>i) m. Halron / s. Stein / v. Unanimous @7:08AM</li> </ul> </li> </ul>	
<del>7:21am</del>	Action Items: Staff Standing Committees (Budget and Finance, Outreach and Communication, Principal Selection)	Appointed Chair (Logan Toskey)
7:18am	Discussed roles for each position (page 11. Handbook)	

Time	Item	Owner
	<p>4 people on each committee, with Principal serving on the Budget committee</p> <p>d) Finance Committee: Stein Volunteered, but moved to Communications Committee due to need for appointment member to be on a different committee than the Principal who is required to be on the Budget Committee</p> <p>i) Cooke (mandatory)</p> <p>ii) Han: Committee Chair (1) m. Fetz / s. Toskey / v. Unanimous @7:20AM</p> <p>iii) Toskey</p> <p>iv) Norman</p> <p>v) Petrina</p> <p>e) Communications Committee</p> <p>i) Fetz – Committee Chair (1) m. Halron / s. Warner / v. Unanimous @7:21AM</p> <p>ii) Cameron</p> <p>iii) Halron</p> <p>iv) Warner</p> <p>f) Principal Selection Committee</p> <p>i) Norman</p> <p>ii) Fetz</p> <p>iii) Warner</p> <p>iv) Toskey</p>	
<p><del>7:33am</del></p> <p>7:23am</p>	<p>Discussion Item: Nominate Representative for Superintendent’s Parent/Community Advisory Council</p> <p>a) Mark Norman Volunteered</p> <p>i) Norman (1) m. Stein / s. Halron / v. Unanimous @7:25AM</p>	<p>Appointed Chair (Logan Toskey)</p>
<p><del>7:37am</del></p> <p>7:25am</p>	<p>Discussion Item: Review Meeting Schedule for SY22-23</p> <p>Required to meet 6 times a year.</p> <p>September 13<sup>th</sup></p> <p>October 4<sup>th</sup></p> <p>November 1<sup>st</sup></p> <p>December 6<sup>th</sup></p> <p>January 10<sup>th</sup></p> <p>February 7<sup>th</sup> : Budget due around this time</p> <p>March 7<sup>th</sup></p> <p>April 11<sup>th</sup> : March or April Meeting may be unnecessary.</p>	<p>All Members</p>
7:40am	<p>Informational Item: Principal’s Update</p> <p>A. Review / Update Norms</p> <p>a. Looking to keep the same norms</p> <p>B. Potential School Staffing Changes</p>	<p>Cooke</p>

Time	Item	Owner
	<ul style="list-style-type: none"> <li>a. 4<sup>th</sup> grade will likely get a new teacher, then Halron will look to rebalance the students once we get confirmation</li> <li>b. Some determinations are made county wide/ comparing school by school</li> </ul>	
	C. Semester Action Plan	
	<ul style="list-style-type: none"> <li>a. Carrie Halron went through explanation of “3 Big Rocks” <ul style="list-style-type: none"> <li>i. 1) Social Emotional Development through PBIS</li> <li>ii. 2) Tier 1 Instruction</li> <li>iii. 3) Intervention <ul style="list-style-type: none"> <li>1. Tier 2 Small Groups</li> <li>2. Tier 3 Daily Intervention <ul style="list-style-type: none"> <li>a. Multilevel system of support Focus on Reading and Math</li> <li>b. Support tweaked daily</li> </ul> </li> </ul> </li> </ul> </li> <li>iv. Goals in those areas <ul style="list-style-type: none"> <li>1. 1) All teachers on pace <ul style="list-style-type: none"> <li>a. Database of tracked progress where they are in lessons</li> <li>b. Dedicated support for teachers to help keep pace</li> </ul> </li> <li>2. 2) iReady GLA adoption on grade level <ul style="list-style-type: none"> <li>a. About to begin diagnostic for initial data</li> <li>b. Set midyear goals based on initial data</li> </ul> </li> <li>3. 2) Take Fulton County Schools lesson plans and adapt them for Dolvin</li> <li>4. 2) Focus on LTRS and utilize available county resources</li> <li>5. 3) PLC will take data and create small groups</li> <li>3) Interventions with Fidelity</li> </ul> </li> </ul>	
	D. Review SGC Self-Assessment FY22	
	<ul style="list-style-type: none"> <li>i) Only 3 people took the assessment, not much data</li> </ul>	
<del>7:55am</del>	Discussion Item: Draft Next Meeting Agenda	Appointed
7:42am	<ul style="list-style-type: none"> <li>1) Next county wide agenda not available yet, TBD</li> <li>2) Andy Stein to give a recap presentation of where we finished the year on test scores</li> </ul>	Chair (Logan Toskey)
<del>8:00am</del>	Action Item: Meeting Adjournment	Appointed
7:46am	m. Halron / s. Cameron / v. Unanimous @7:46AM	Chair (Logan Toskey)

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## Meeting Norms (21-22)

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

# Notes and Reminders

Below are some tips and additional details about the items listed on the first page of this document.

\* **Setting the date, time, and location of your meeting:** It is 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 and you will have already covered many requirements of the Open Records and Meetings Laws. It is important that SGC meetings are scheduled outside of school hours so that staff members can attend if they would like to do so. If your meetings will be held virtually, make sure to include a link so that members of the public are able to view the meeting on-line.

\* **Action items:** 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). Remember that principals and student members are not voting members, so even if they are designated as an owner of an action item, the voting members of the council will be responsible for motioning, seconding and voting on the item.

\* **Discussion items:** These are agenda items that solicit feedback from council members. They do not require a vote.

\* **Informational items:** It is common for councils to receive updates throughout the school year related to the day-to-day management of the school or district happenings. Informational items are usually meant to keep the council up to date on important topics even if they do not fall under the purview of the council. These items do not require a vote.

\* **Running the first meeting:** Note that in this agenda the principal runs most of the meeting until the point at which officers are elected and the newly elected chair takes the lead. 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)

\* **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 they believe that their principal position might become vacant. This committee is comprised of the SGC Chair and three additional voting SGC members.

\* **Nominating a representative for the Superintendent's Parent/Community Advisory Council:** All schools are asked to select a representative to serve on the Superintendent's Parent/Community Advisory Council. This group meets monthly with the superintendent to provide feedback and receive updates on important issues affecting FCS schools and local communities. Meeting dates/times/locations will be sent out to representatives prior to the first advisory council meeting. If a representative is unable to attend a meeting, another member of the council can attend in their place.

\* **Drafting your next meeting agenda:** It is a best practice to draft an agenda for your next meeting at the end of each meeting to help your council plan its upcoming work. If unforeseen events require a council to modify the agenda, the council can simply edit the agenda and vote to approve the modified agenda at the beginning of the next council meeting.