



MINUTES

Esther Jackson Elementary School Governance Council

January 24, 2023 4:00pm | EJ Conference Room

SGC Website: [EJ SGC Website](#)

SGC Members

Ms. Nikol Boyd, Principal | Ms. Jill Vitagliano, Staff | Ms. Lisa MacMillan, Teacher | Mrs. Emilie Long, Teacher | Ms. Christine Thompson, Teacher |
Laura Kirby, Parent | Meghan Cherfoli, Parent | Zach Vaughan, Parent | James Holle, Community Member |

Time	Item	Owner
4:00 pm	Call to Order Ms. Vitagliano called the meeting to order.	Ms. Vitagliano
4:02 pm	Action Item: Approve Agenda Ms. Vitagliano asked for a motion to approve the agenda. Ms. Cherfoli motioned to approve. Ms. Kirby second the motion. All were in favor.	Ms. Vitagliano
4:05 pm	Action Item: Approve November Meeting Minutes Ms. Vitagliano asked for a motion to approve the November meeting minutes. Ms. Kirby motioned to approve. James Holle second the motion. All were in favor.	Ms. Vitagliano
4:08 pm	Go over Norms Ms. Vitagliano reviewed the norms.	Ms. Vitagliano
4:10 pm	Discussion Item: Planning for Parent/Teacher SGC Elections* Elections are coming up. Declaration is open from February 1 st to March 24 th . Place on agenda for meeting on February 8 th at 3:30.	All members
4:20 pm	Discussion Item: Planning for Annual Budget Approval** Budget is open on January 30 th until February 10 th . Place on agenda for meeting on February 8 th at 3:30.	Ms. Vitagliano
4:30 pm	Informational Item: Principal's Update A. School Safety The two vendors' prices were comparable. The project was approved by the district. The PO was submitted for approval. As soon as the PO is approved then the items will be purchased. Once all items are purchased the work will be completed over a weekend. Crisis Alert training and badges upcoming (March 14) 10 staff members on Alert Team. B. Semester Action Plan Goals/Initiatives We are in a good place compared to last year. Our students are scoring significantly higher than the previous year. We are working on our	Ms. Boyd

intervention goal. We are assigning tutors to work with students' extra time in small groups to meet their needs. Teacher retention idea spoke with HR and SGC discussed possible teacher appreciation committee for next year. Also, Staff Wall of Fame, pictures hung in school of teachers and how long they have been at EJ.

C. Shade for the Playground

Met with today. We do not want to break the project up, rather complete it in one time process. We are going with a large rectangular shade that will cover everything. There will be a markup on the 10th to help us see what the project will look like when completed.

D. Carpool project update

See School Safety

E. \$4000 for outside grounds

Every school received \$4000 for outside grounds that are not taken care of through regular landscaping. Order new containers for outside equipment, new balls for the playground, new receptacles for recycling, pressure washing, flagpole repair, repainting fire lane, branding on hill with school logo in turf, and adding lights in front of the school. This must be used this school year. The governor wants to give money for school safety (\$50,000), not approved yet.

F. Projections for next year

Projected enrollment 533 students. Projected staffing 2 pre-K (includes 1 inclusion), 4 kindergarten, 4 first grade, 4 second grade, 4 third grade, 3 fourth grade, and 4 fifth grade. Most likely will purchase another 4th grade teacher, numbers are close and logistical reasons. We will not have an AA for next year. We will have STEM, but we don't know for what grades yet. EIP and ESOL projections are not known at this time, we won't know until the budget opens. Interviewed 3 people, offered 2 a position (cannot be officially hired until February 27. More job fairs are coming up.

5:00 pm

Discussion Item: Discuss Final Details for Prospective Parent Tour

Mrs. Long

Ms. Kirby is picking up 4 dozen donuts and coffee. We have cups, plates, napkins, and water. Mr. Massie, Ms. Williams, and Ms. Wylie were emailed about the tour peeking into their rooms. Flyers, Engagement Plan, Compact, and Calendar in folder for parents. The movie will be completed tomorrow, it is about 5 minutes long. Student Council students (8) to greet and direct visitors. *Suggestion for next year have the parent and business tour back-to-back.

5:20 pm

Informational Item: Superintendent Advisory Councils Updates

Mrs. Kirby

Time	Item	Owner
	Start times for schools next year will vary (30-35 minutes) to help with transportation shortage. Thought exchange dealt with retaining teachers in order to build relationships with students before problems happen.	
5:25 pm	Discussion Item: Draft Next Meeting Agenda (New DATE) February 8 th for Elections and Budget	Ms. Vitagliano
5:30 pm	Action Item: Meeting Adjournment Ms. Vitagliano called for a motion to end the meeting. Ms. MacMillan motioned to end the meeting. Ms. Kirby second the motion. All were in favor.	Ms. Vitagliano

Meeting Norms

Be respectful of time | Be respectful of each other's perspectives | Use individual strengths to maximize our collective work | Assume good will |
Let thoughts be completed before commenting, please do not interrupt others | Maintain confidentiality

* The declaration period for parents and teachers interested in serving on their local SGCs will run from **February 1st to March 24th**. Click [here](#) to check how many council seats your school has open for these positions in this year's election cycle.

** FY24 Budget development begins on January 30th and will **conclude on February 10th (Elementary Schools) and February 17th (Middle/High Schools)**. SGCs should schedule their February meetings prior to their budget closure date to ensure the council has time to discuss and approve FY24 fiscal allocations.