Evoline C. West Elementary School - School Governance Council Meeting

Minutes - March 24, 2014

Members present: Chad Regans, Principal Catherine Harper, Carol Smith, Timothy Rice, Heather Bergman-Robertson, Yolanda Lawrence, Valerie McMahon, Joseph Anderson, Tiffany Yates, Sharon Russ

The following items were on the agenda: Call to Order, Approval of Agenda, Establishment of Norms, Election of Officers, Establishment of Standing Committees, Determination of Annual Meeting Schedule, Setting the Agenda for the Next Meeting, Announcements and Adjournment.

The meeting was called to order by Principal Harper at 7:50 a.m.

A motion was made and seconded to approve the agenda as presented. The agenda was unanimously approved.

The council discussed norms to which all members should adhere. The norms discussed were being on time, sticking to the agenda, being prepared, keeping cell phones on vibrate, being respectful, following Robert's Rules of Order, refraining from interrupting others, speaking one at a time, and communicating to someone if you will be late. Council members agreed to the stated norms and agreed that they should be placed on the top of the agendas for subsequent meetings.

Principal Harper opened nominations for SGC Chair. Sharon Russ nominated Tiffany Yates to be Chairperson. Her nomination was seconded. Yolanda Lawrence nominated Chad Regans to be Chairperson. His nomination was seconded. Principal Harper closed the nominations. The council voted, and Chad Regans was elected to the position of E.C. West School Governance Council Chair.

SGC Chair Election
Final Resolution: Chad Regans elected
Votes for Chad Regans: Tiffany Yates, Joseph Anderson, Valerie McMahon, Yolanda Lawrence, Timothy Rice, Carol Smith, Chad Regans
Votes for Tiffany Yates: Sharon Russ
Abstentions: Heather Bergman-Robertson

Principal Harper opened nominations for SGC Vice Chair. Heather Bergman-Robertson nominated Tiffany Yates. Her nomination was seconded. No one else was nominated. Principal Harper closed the nominations. The council voted, and unanimously elected Tiffany Yates to the position of E.C. West School Governance Council Vice Chair.

SGC Vice Chair Election
Final Resolution: Tiffany Yates elected
Votes for Tiffany Yates: Chad Regans, Tiffany Yates, Joseph Anderson, Valerie McMahon, Yolanda Lawrence, Timothy Rice, Carol Smith, Sharon Russ, Heather Bergman-Robertson

Principal Harper opened nominations for SGC Parliamentarian. Valerie McMahon nominated Carol Smith. The nomination was seconded. Tiffany Yates nominated Timothy Rice. Timothy Rice declined the nomination but offered to provide his assistance to the Parliamentarian if needed. Principal Harper closed the nominations. The council voted, and unanimously elected Carol Smith to the position of E.C. West School Governance Council Parliamentarian.

SGC Parliamentarian
Final Resolution: Carol Smith
Votes for Carol Smith: Chad Regans, Tiffany Yates, Joseph Anderson, Valerie McMahon, Yolanda Lawrence, Timothy Rice, Carol Smith, Sharon Russ, Heather Bergman-Robertson

Principal Harper stated that the Budget and Finance Committee will help to design the budget and allocate funds. Principal Harper asked for volunteers to serve on the Budget and Finance Committee. Sharon Russ, Tiffany Yates, Timothy Rice, Carol Smith and Heather Bergman-Robertson volunteered.

Principal Harper stated that the Outreach and Communications Committee will work with business partners. Principal Harper asked for volunteers to serve on the Outreach and Communications Committee. Chad Regans, Joseph Anderson, Valerie McMahon, Yolanda Lawrence and Heather Bergman-Robertson volunteered.

Principal Harper opened nominations for the position of Chair of the Budget and Finance Committee. Yolanda Lawrence nominated Sharon Russ. Her nomination was seconded. No other nominations were made. Principal Harper closed the nominations. The council voted, and Sharon Russ was unanimously elected to the position of E.C. West SGC Budget and Finance Committee Chair.

Budget and Finance Committee Chair
Final Resolution: Sharon Russ
Votes for Sharon Russ: Chad Regans, Tiffany Yates, Joseph Anderson, Valerie McMahon, Yolanda Lawrence, Timothy Rice, Carol Smith, Sharon Russ, Heather Bergman-Robertson

Principal Harper opened nominations for the position of Chair of the Outreach and Communications Committee. Valerie McMahon nominated Yolanda Lawrence. Her nomination was seconded. No other nominations were made. Principal Harper closed the nominations. The council voted, and Yolanda Lawrence was unanimously elected to the position of E.C. West SGC Outreach and Communications Committee.

Outreach and Communications Chair
Final Resolution: Yolanda Lawrence
Votes for Yolanda Lawrence: Chad Regans, Tiffany Yates, Joseph Anderson, Valerie McMahon, Yolanda Lawrence, Timothy Rice, Carol Smith, Sharon Russ, Heather Bergman-Robertson

The Council discussed when Committees would hold their first meetings. The members of the Budget and Finance Committee agreed to meet on April 3, 2014 at 7:45 a.m. in the school conference room. The members of the Outreach and Communications Committee agreed to meet on April 1, 2014 at 7:45 a.m. in the school conference room.

The Council discussed when School Governance Council meetings would be held for the remainder of the 2013-2014 school year, over the summer and the 2014-2015 school year. The Council members agreed to hold meetings at 6:30 p.m. on the third Thursday of each month (except for June and July and unless that date fell on a school holiday) in the school cafeteria. The meeting dates were identified as follows: April 17, 2014; May 15, 2014; August 21, 2014; September 18, 2014; October 16, 2014; November 20, 2014; December 18, 2014; January 15, 2015; February 19, 2015; March 19, 2015; April 16, 2015; and May 21, 2015.

The Council discussed public participation at upcoming meetings. The Council members agreed that public comment would be on the beginning of the agenda for each future meeting and that up to five to six speakers would be given the opportunity to speak for two minutes each. The Council discussed withholding responses to public comment, making notes of issues raised during public comment and following up on those after the meeting.

The Council discussed the agenda for the next meeting. The Council members agreed to the following agenda for the April 17, 2014 meeting: Public Comment; Committee Reports; Principal's Report including presentations of school surveys, data, and the preliminary budget; Discussion of Strategic Planning and Request for Flexibility process.; Discussion of Maymester plan.

There were no announcements.

A motion was made and seconded to adjourn the meeting. The meeting was adjourned unanimously at 8:42 a.m.