MEETING MINUTES

Feldwood Elementary School – School Governance Council Meeting

Minutes – March 27, 2014

Members present: Trici Smith, Denise Brown, Ruth Hodges, Jamnique Kengwa, Matthew Shaw, and Sondra Parham.

Members absent: Nicolas Kemp, Juanita Conner, Ramona Butts, and Patrice Fleming

The following items were on the agenda:

The meeting was called to order by Trici Smith at 5:05 p.m.

Matthew Shaw moved and Jamnique Kengwa seconded to approve the agenda as presented. The agenda was unanimously approved.

The Council discussed the establishment of meeting norms which are to include: Be on time, Be present, Respect opinions of others, Come prepared, and Be open-minded.

Matthew Shaw moved and Ruth Hodges seconded to approve the meeting norms. The norms were unanimously approved.

The Council received a packet (attached) from Principal Smith highlighting the school governance council officers. Principal Smith recommended Jamnique Kengwa as chair. Matthew Shaw nominated and Sondra Parham seconded. The nomination was unanimously approved.

Principal Smith recommended Matthew Shaw as Vice Chair. Sondra Parham nominated and Jamnique Kengwa seconded. The nomination was unanimously approved.

Jamnique Kengwa recommended Sondra Parham as Parliamentarian. Ruth Hodges seconded. The nomination was unanimously approved.

The Council received information regarding standing committees. Budget and Finance Committee works with the principal to understand the budget. Outreach and Communications Committee takes the work that is done by the council and makes sure the community is aware of the proposed projects.

Sondra Parham, Ruth Hodges, and Denise Brown volunteered to serve on the Outreach and Communications Committee. Matthew Shaw and Jamnique Kengwa volunteered to serve on the Budget and Finance Committee.
The selection of a chair for the Budget and Finance Committee was tabled for the next meeting.

Recommendation was made by Principal Smith to table the selection of a chair for the Outreach and Communications Committee for the next meeting.

Matthew Shaw moved and Jamnique Kengwa seconded the motion to table the selection of Chairs for the Budget and Finance and Outreach and Communications Committees until the next meeting. The tabling of the selection of committee chairs was unanimously approved.

Discussion was held on the Strategic Plan/Focus Survey. Deadline for submitting the strategic plan is 8/15/14. External Environment Analysis in terms of completing a Needs Assessment was described. Community conditions include asset mapping and interviews with community leaders to gather information related to the political, economic, and societal trends/resources.

Matthew Shaw suggested connecting with Bill Edwards as a community leader to interview who could provide insight into the political and economic trends in the community.

Sondra Parham suggested connecting with the senior members of the community who live on/around Buffington Road as another source of information regarding community conditions. Her suggestions include interviews and surveys.

The perceptions of stakeholders (via Parent Perception Surveys) will be gathered 3/27/14 during Literacy Night in the computer lab.

A suggestion was made for the Outreach Committee to work on including the survey in the school newsletter as well as the local community newsletters. Committee members would also recruit parents who drop children off in the car loop or those that come in to sign in their students to stop in and complete the survey at 5 designated computer stations that will be posted in the front lobby.

Outreach Committee will also schedule the interview with Bill Edwards and set up the Focus Group with the senior members of the community.

Principal Smith suggested setting up a focus group of business partners for Tuesday, April 1st at 5PM. Sondra Parham volunteered to be a council member who leads the focus group discussion. The parent liaison Teresa Wills will move forward with contacting business partners to get them to come in for the focus group.

Suggestion was made for grade level chairs to work with their teams Tuesday, April 1st to complete the internal assessment of school needs. The assessment is intended to provide information on four primary principles: prioritizing teaching effectiveness, target individual attention, maximize academic time, and minimize non-instructional spending.
The council discussed the annual meeting schedule. Recommendation was made to set a meeting date for April 16th at 4PM. The selection of subsequent meeting dates was tabled for discussion until the next meeting.

Discussion was held to set the agenda for the next meeting. The order will be as follows: Call to Order; Review the Norms; Approve the Previous Meeting Minutes; Approve Agenda; Determine Standing Committees; Vote on Committee Chairs; Discussion of Strategic Plan/Focus Survey Data; Determine Annual Meeting Schedule; Set Agenda for Next Meeting; Announcements and Adjournment.

The meeting adjourned at 6:10 p.m.