



**Seaborn Lee Elementary School  
School Governance Council  
Meeting Minutes  
February 18, 2014**

**6:00 P.M. - 7:30 P.M.**

(This meeting does not allot time for public comment)

**6:00 - 6:10 Call to Order**

- Welcome
- 6:02 meeting called to order
- All in attendance (Mr. Vinson arrived at 6:30 P.M.)

**6:10- 6:20 Set Norms for Year**

- Reviewed purpose of norms
- Took input from all council members for norms
- Norms can be added to or changed as the year goes on

**6:20-6:40 Elect Council Officers and Chairs**

- Elected officer positions-
  - Chair- Ms. Cain
  - Vice Chair- Mr. Mitchell
  - Parliamentarian- Ms. Dantzler
- Elected committee chairs-
  - Outreach and Communications- Mr. Smallwood
  - Finance- Ms. Brown

**6:40-7:00 Review Outcomes from Strategic Plan Meeting**

- District meeting held at the end of January about beginning process of strategic plan
  - Data needs to be collected from both internal and external sources to begin process of creating strategic plan
  - We will be using various assessment results and surveys for internal data
  - External data will come from survey (already made) for families to take on iPads during dismissal, sent via e-mail by school and sent home by teachers on paper copies
  - If we are not getting enough responses from families we have discussed the possibility of having a community event and also event at the school to encourage families to respond
  - Will need assistance of teachers to get as many responses as possible

- Discussed the need for a message going home to ask families to only fill out the survey once

**7:00-7:10 Set calendar for meetings up until June**

- Council will meet every third Tuesday of the month at 6:00
- Meeting dates set for March 17, April 21, May 19, and June 15

**7:10- 7:15 Set Agenda for Next Meeting**

- Meeting set for March 17 and 6:00
- Will be run by newly elected council officers
- Will be focused on presenting, reflecting upon, and discussing data collected from internal and external plans
- Ms. Cain will decide on protocol to use to review data
- Will need to plan for some way to “chunk” and explain data we are looking at

**7:15-7:20 Announcements and Adjournment**