



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

School Governance Council Meeting – Summary of Actions 2/18/2015

6:00 PM-7:20 PM

Meeting location: Media Center

Public Comment? NO

Meeting was called to order

- Welcome
- 6:02 meeting called to order
- All in attendance except Mr. Brown

We set norms for the 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

We elected SGC positions

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

We reviewed outcomes for Strategic Plan

- 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

Calendar was set

- 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

We set agenda for the 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

Announcements and Adjournment from 7:15-7:20