 <Insert Name> School Council Minutes

 September 1, 2016

 6:00pm-7:30pm

 Media Center

*The structure of the minutes of a meeting of the School Council should reflect the agenda of the meeting.*

The <Insert Name> School Council met in regular session on September 1, 2016 at 6:00pm in the Media Center of <Insert Name> Elementary School, located at 123 School Street Ave., Stone Mountain, GA 30083.

**Attendance/Establishment of Quorum**

**Council Members Present:** A. Jones (Principal); U. Young, Chair (Parent); M. Lopez, Vice-Chair (Parent); S. Diop, Secretary (Parent); K. Ware (Parent); C. Yi (Teacher); L. Price (Teacher); K. Campbell (AP); T. McDonald (Community Member); J. Kyle (Community Member)

**Council Members Absent:** N. Davis (Parent); I. Murray (Student)

**Call to Order:** With 7 of 8 voting members present, a quorum was established. U. Young (Chairperson) called the meeting to order at 6:00pm.

**DCSD Vision/Mission**

*The vision of the DeKalb County School District is to inspire our community of learners to achieve educational excellence. Our mission is to ensure student success, leading to higher education, work, and life-long learning.*

**Public Comment**

For members of the public wishing to provide comment, time was allotted on the agenda from 6:05p.m.–6:25 p.m. Each member of the public was allowed 2 minutes to speak.

**Action Items**

*Approval of Agenda*

Chairperson U. Young distributed the agenda posted pursuant to the Open Meetings Act. M. Lopez moved and S. Diop seconded that the School Council approve the agenda as presented. The agenda was approved unanimously (7:0).

*Approval of Minutes from Previous School Council Meeting*

Chairperson U. Young distributed the minutes from the May meeting of the School Council. M. Lopez moved and K. Ware seconded that the School Council approve the minutes from the May meeting. The minutes from the May meeting of the School Council were approved unanimously (7:0).

*Approval of New Community Members (terms end June 30, 2018)*

Nominations were taken from the floor to approve two new community members to the School Council. K. Campbell moved and U. Young seconded the nomination of T. McDonald for the position of community member on the <Insert Name> School Council. The nomination was approved by a vote of 6:1. Affirmative Votes: K. Ware, U. Young, S. Diop, K. Campbell, S. Diop, and L. Price. Negative Vote: C. Yi. S. Diop moved and K. Campbell seconded the nomination of J. Kyle for the position of community member on the <Insert Name> School Council. The nomination was approved unanimously. Community members’ terms will end on June 30, 2018.

*Election of 2016-2017 School Council Officers*

Nominations were taken from the floor to select School Council officers for 2016-2017. K. Campbell moved and L. Price seconded the nomination of J. Kyle for Chair. The nomination was accepted and approved unanimously. J. Kyle moved and S. Diop seconded the nomination of C. Yi as Vice-Chair. The nomination was accepted and approved unanimously. C. Yi moved and J. Kyle seconded the nomination of K. Campbell as Secretary. The nomination was accepted. U. Young nominated himself as Secretary and K. Campbell seconded the nomination. A ballot vote was taken. U. Young received 8 votes. K. Campbell received 1 vote. U. Young will serve as the 2016-2017 School Council Secretary.

*Establishment of Standing and Ad Hoc Committees*

The Schools Council voted unanimously to approve the creation of a Continuous Improvement Plan Standing Committee to support the work of the full council in monitoring the school’s CIP. MOTION: J. Kyle. SECOND: K. Ware. VOTE: 9-0. The following council members will serve on the CIP Standing Committee: J Kyle, U. Young, K. Campbell, L. Price, and A Jones (Principal). A chairperson for the CIP Standing Committee will be chosen at the first committee meeting on September 15, 2016 at 4:00pm in the Media Center.

Approval of *Continuous Improvement Plan*

The School Council worked throughout the Spring to provide input to Principal Jones on the Continuous Improvement Plan—specifically, aligning the CIP to the District’s Strategic Plan goals, prioritizing findings from the needs assessment, and determining performance indicators. The Council reviewed drafts of the plan throughout the Spring and early-Summer. C. Yi moved and T. Campbell seconded the motion to approve the Continuous Improvement Plan. The CIP was approved unanimously.

**Discussion Items**

*Plan for Joint School Council/Title I Community Meeting*

L. Price provided an update on Title I planning for SY16-17. The School Council discussed the logistics of hosting a joint community meeting of the School Council and the Title I Parent Involvement Committee. During the community meeting, Principal Jones and Chair Young will provide an overview of the Continuous Improvement Plan and the role of the Council in monitoring the plan. Chair Young will notify the council when the date for the event is finalized.

*Continuous Improvement Plan* Monitoring Process

Principal Jones reviewed changes to the Continuous Improvement Plan process and discussed the role of school leaders and the Council in monitoring the CIP.

*Set 2016-2017 School Council Meeting Schedule*

The School Council set the following regular meeting dates for 2016-2017: September 1, November 1, March 1, and May 10. All meetings will be held at 6:00pm in the Media Center.

**Information Items**

*Principal’s Report on 10-Day Count (Enrollment)*

Principal Felix presented a report to the School Council on student attendance for the first 10 days of school and the potential impact of enrollment on staffing.

*2016-2017 Compliance Checklist Schedule*

The 2016-2017 School Council Compliance Timeline has been posted on the District’s School Councils webpage. Each Council member was provided both hard and electronic copies of the document. S. Diop will work with Principal Jones to ensure that all required documents are submitted/uploaded in accordance with the new schedule.

*AdvancED Reaccreditation Parent Survey*

In alignment with the DeKalb County School System’s Strategic Plan, the District seeks on-going input from parents on the continuous improvement process. The five areas of the AdvancED (SACS) Parent Survey represent Standards for Quality School Systems and provide a means for learning about parent perceptions and expectations. The Communications Committee will meet with other parent organizations this month to discuss strategies for increasing parent participation rates.

**Adjournment**

Council members developed the agenda for the next regular school council meeting. S. Diop (Secretary) will work with the school webmaster to ensure that the draft agenda is posted at the school site and on the School Council webpage no later than Tuesday, October 25th.

With no further business to come before the School Council, the meeting was adjourned at 7:30pm. MOTION: K. Campbell; SECOND: C. Yi; VOTE: Unanimous 9:0.

**Next Meeting Date/Time:** The next meeting of the <Insert Name> School Council will be held on November 1, 2016 at 6:00pm in the Media Center.