

School Governance Team Minutes/End-of-Year Report Template

School: A.L. Burruss	Year: 2017-2018
Member Name	Affiliation
Julie King	Principal
Barbie Esquijarosa	Teacher (elected)
Jenny Brems	Teacher (elected)
Kourtney Clark	Certified Staff (appointed)
Amy Barnes	Parent/Guardian (elected)
TaShaunda Isom	Parent/Guardian (elected)
Carla Brooks	Community Member (appointed)

MEETING MINUTES

Date: August 10, 2017	Quorum: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Members Present: Julie King Barbie Esquijarosa Jenny Brems Kourtney Clark Amy Barnes TaShaunda Isom	

Agenda Items:

1. Public Comment
2. Consideration of Community SGT Appointee
3. Review and consideration of approval of the 2016-2017 end-of-year narrative summary
4. Renovation Update
5. Enhanced Role
6. Announcements

Actions:

1. There was no Public Comment
2. J. King recommended approval of Carla Brooks as appointed Community Member. SGT approved.
3. SGT reviewed and approved the proposed 2016-2017 end-of-year summary.
4. J. King provided renovation update for SGT.
5. SGT considered possibilities for enhanced role positions. Based upon school needs needs, SGT determined the purpose of the enhanced role positions will be to increase student achievement through inquiry-based professional development that is based upon the work of John Hattie.

Comments: none

Recommendation to BOE: none

Date: September 7, 2017	Quorum: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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Members Present: Julie King	Carla Brooks	Amy Barnes	TaShaunda Isom
Jenny Brems	Barbie Esquijarosa	Kourtney Clark	

Agenda Items:

1. Public Comment
2. Elect Co-Chair
3. Enhanced Role Position
4. Sensory Garden
5. Milestones Data
6. Science Instruction/Enhancement – STEM
7. Announcements

Actions:

1. There was no Public Comment
2. SGT elected Carla Brooks as Co-Chair.
3. SGT approved two enhanced role position recommendations and job descriptions.
4. SGT discussed a preliminary plan for organizing to possibly establish a sensory garden at A.L. Burruss School.
5. SGT reviewed Milestones Data within the School Improvement Plan draft.
6. SGT discussed steps being taken to enhance science instruction at A.L. Burruss and agreed to continue discussion at the October SGT meeting.
7. SGT proposed items for the October agenda to include Science Instruction and Sensory Garden

Comments: none

Recommendation to BOE: none

Date: October 12, 2017	Quorum: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
Members Present: Tashunda Isom	Kourtney Clark	Amy Barnes	Jenny Brems	Barbie Esquijarosa	Carla Brooks

Agenda Items:

1. Public Comment
2. Sensory Garden Development
3. Science Instruction at Burruss
4. 2018-2020 Calendar Options – Collecting Input
5. Schedule SGT Parent Forums
6. Fall MAP Results
7. Announcements

Actions:

1. There was no public comment.

2. Carla Brooks and Amy Barnes met as a designated focus group prior to the meeting and proposed teacher input be sought in development of a sensory garden. SGT agreed to solicit community support and staff input.
3. SGT discussed possibilities for the current science lab and suggested investigating a way to fund personnel to champion science at Burruss.
4. SGT reviewed 2018-2019 calendar options and discussed ways to encourage stakeholder input.
5. SGT will offer forums for discussion on November 7 at 7:30 am, 9:30 am, and 6:00 pm.
6. SGT reviewed fall 2017 MAP results.
7.
 - a. Barbie Esquijarosa will fill the parent facilitator enhanced role. Sophie Morton will fill the instructional delivery portion of the Hattie professional development enhanced role. Allison Taylor will fill the student/teacher relationship portion of the Hattie professional development enhanced role.
 - b. SGT determined the agenda for the November 9 meeting will include the following topics: Calendar, Feedback from teachers for outdoor classroom, Next steps for science lab, Feedback from SGT forums

Comments: None

Recommendation to BOE: None

Date: November 9, 2017	Quorum: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Members Present: Tashaunda Isom Carla Brooks	Julie King Barbie Esquijarosa	Amy Barnes	Jenny Brems

Agenda Items:

1. Public Comment
2. Burruss CCRPI
3. MCS 2018-2019 Calendar
4. Charter Innovation Grant Funds
5. Feedback from Teachers for Outdoor Classroom
6. Next Steps for Science Lab
7. Advance Ed Accreditation Visit – January 22, 23
8. Feedback from SGT Parent Forums held November 7 at 7:30am, 9:30 am, and 6:00 pm
9. Announcements

Actions:

1. There was no public comment.
2. SGT reviewed the A.L. Burruss CCRPI scores.
3. SGT reviewed input and voted to recommend Calendar Option "B" for 2018-2020.
4. SGT discussed a possible budget for the \$19, 900 allocated to Burruss through the Charter Innovation Grant Funds. SGT voted unanimously to recommend that all funds are used for IB professional development, teacher IB work, and the school science lab.
5. SGT reviewed teacher survey results regarding a potential outdoor classroom. Improvements to the indoor science lab will take priority. At the same time work planning for the outdoor classroom will begin with the formation of an Outdoor Classroom Committee.

6. SGT discussed plans for improvements to the science lab which will be renamed "The Collaborative Science Studio."
7. SGT discussed preparation for the the AdvanceEd Accreditation Visit scheduled for Marietta City Schools January 22 and 23.
8. SGT reviewed input gleaned from the three scheduled November SGT Parent Forums.
9. SGT proposed the January 18 SGT agenda include: Report for AdvanceEd Accreditation; Enhanced Role School Climate (including PBIS) update; Facebook Discussion Topics; Enhanced Role Parent Facilitator Update; Enhanced Role Hattie Update.

Comments:

Recommendation to BOE:

Date: December	No Meeting	Quorum: <input type="checkbox"/> Yes <input type="checkbox"/> No
Members Present:		

Agenda Items:

Actions:

Comments:

Recommendation to BOE:

Date: January 24, 2018	Quorum: <input type="checkbox"/> Yes <input type="checkbox"/> No
Members Present: Barbie Esquijarosa Brems Julie King	Amy Barnes Tashunda Isom Jenny

Agenda Items:

1. Public Comment
2. SGT Charter System Feedback Form
3. Conference Weeks 2018-2019 – Make Recommendation to Board
4. Collaborative Science Studio and Associated Outdoor Classroom Update
5. Advance Ed Accreditation Visit – January 22, 23
6. Announcements

Actions:

1. There was no public comment.
2. SGT completed the Charter System Feedback Form to submit to CO for considerations for improvement of SGT.
3. SGT voted to recommend that conference week (early release week) be scheduled the weeks before September and February breaks. SGT also would like consideration be given to a schedule where all the schools (elementary, MCAA, MSGA, MMS) have conferences on the same weeks to help alleviate childcare arrangements for families.

4. SGT received an update for the Science Studio and Associated Outdoor Classroom that included that furniture for the Science Studio has been ordered and the room will soon be painted, and that an Eagle Scout is interested in assisting with the installation of the Outdoor Classroom.
5. JKing reported on the activities of the Advance Ed Accrediation Visit.
6. SGT determined that he February agenda will include Enhance Role Mid-Year Reports, Cabinet Impact Check including Winter MAP Results, Update for Science Studio and Associated Outdoor Classroom, Report from District SGT Co-Chair Meeting with Superintendent, SGT Forum.

Comments:

Recommendation to BOE:

Date: February 8,2018	Quorum: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Members Present: Barbie Esquijarosa Tashunda Isom	Amy Barnes	Carla Brooks	Julie King

Agenda Items:

1. Public Comment
2. Enhanced Role Mid-Year Reports
3. Impact Check Report
4. MCS SGT Co-Chair Meeting Report
5. Collaborative Science Studio and Associated Outdoor Classroom Update
6. SGT Forum
7. Announcements

Actions:

1. There was no public comment.
2. Sophie Morton, Allison Taylor, Barbie Esquijarosa, and Allison Williams provided a mid-year update of their work in enhanced roles positions to SGT.
3. SGT reviewed data presented during a central office Impact Report. Information discussed included winter MAP results and strategies initiated to promote growth for students who did not meet projected proficiency.
4. Amy Barnes presented information from the Marietta City Schools SGT Co-Chair Meeting.
5. Discussion of the Science Studio was tabled until the next meeting.
6. SGT Forums were scheduled for 7:45 am, 10:00 am , 6:30 pm - Tuesday, March 20th
7. There were no announcements

Comments: None

Recommendation to BOE: None

Date: March 15, 2018	Quorum: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Members Present: Barbie Esquijarosa Tashunda Isom	Jenny Brems	Amy Barnes	Carla Brooks Julie King

Agenda Items:

1. Public Comment

2. SGT Elections
3. SGT Corner in First Friday Newsletter – April Topic?
4. CCRPI 2018
5. SGT Forums: March 20 – 7:30, 10:00, 6:30
6. Innovation Brainstorming
7. Collaborative Science Studio and Associated Outdoor Classroom Update
8. Announcements

Actions:

1. There was no public comment.
2. Julie King updated SGT about election format for teacher and parent representatives to the 2018-2019 SGT. All election procedures will be managed by central office personnel and will be electronic.
3. SGT requested that the First Friday Newsletter SGT Corner topic become an ongoing agenda item and that the corner should include the date of the upcoming SGT meeting together with information about SGT.
4. Jillian Johnson presented the redesign of the College and Career Readiness Performance Index (CCRPI) to SGT.
5. SGT members agreed upon who would be represent SGT at the upcoming SGT Forums on March 20 at 7:30am, 10:00am, and 6:30pm.
6. SGT began a brainstorming list of how SGT might use Charter Funds to improve teaching and learning at A.L. Burruss School.
7. Julie King advised SGT that painting of the new Think Tank, formerly known as the science lab, was about to begin and that ordered furniture should arrive in May. Amy Barnes advised SGT that an Eagle Scout has committed to beginning work on the Outdoor Classroom.
8. Announcement - SGT determined the agenda for the April 12 SGT meeting: First Friday Newsletter, SGT forum report, Science Studio/Outdoor Classroom, Innovation brainstorming.

Comments: none

Recommendation to BOE: none

Date: April 12, 2018	Quorum: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Members Present: Barbie Esquijarosa Kourtney Clark	Amy Barnes Tashunda Isom Jenny Brems Julie King

Agenda Items:

1. Public Comment
2. SGT Forum Reports
3. SGT Corner in First Friday Newsletter - May
4. Innovation Brainstorming
5. Collaborative Science Studio and Associated Outdoor Classroom Update
6. Announcements

Actions:

1. There was no public comment.
2. Guests did not attend the forums, so there was no report.

3. SGT agreed upon information to be included in the First Friday Newsletter, SGT Corner: a.) Elections for our two open parent SGT representative positions are just around the corner. Learn more at www.marietta-city.org/SGT; b.) SGT is always looking for ideas to improve teaching and learning at A.L. Burruss School. We welcome you to send ideas to the school office or contact your SGT representatives. Learn more about SGT on the school page of the www.marietta-city.org web site; c.) The May SGT meeting has been rescheduled and will be held on May 3 at 2:40 at the school; d.) SGT will have an advisory role in the selection of our new principal for Burruss.

4. SGT ranked previously discussed ideas for innovations and delegated responsibilities for further investigations.

5. Amy Barnes described a meeting with the Eagle Scout who will provide leadership to the first steps of establishing an outdoor classroom. Shelving for the Think Tank, previously called the Collaborative Science Studio, is scheduled to arrive in April.

6. There were no announcements. SGT members proposed agenda items for the May 3 SGT meeting: a.) Consideration as to whether the scheduled June SGT meeting will be held; b.) Consideration of scheduling an additional May SGT meeting; c) Discussion of recommendation to Superintendent regarding the identification of a new school principal; d.) Burruss Innovations Considerations; e.) School Improvement Plan; f.) Think Tank & Associated Outdoor Classroom Update; f.) Identificaiton of First Friday Newsletter, SGT Corner topics

Comments: none

Recommendation to BOE: none

Date: May 17, 2018		Quorum: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Members Present: Amy Barnes	Tashunda Isom	Carla Brooks	Barbie Esquijarosa
Julie King	Jenny Brems	Kourtney Clark	

Agenda Items:

1. Public Comment
2. June SGT Meeting
3. Consideration for Approval of 2017-2018 End-of-Year Report
4. Burruss Innovation Considerations
5. School Improvement Plan
6. Think Tank and Associated Outdoor Classroom Update
7. Announcements

Actions:

1. There was no public comment
2. SGT voted to cancel the scheduled June 14 SGT meeting.
3. SGT voted to approve the SGT End-of-Year Report.
4. SGT discussed innovation considerations. Ideas reviewed included increasing student achievement through improved language acquisition, science instruction, differentiated social-emotional support, and teacher release time for IB work.
5. SGT reviewed available MAP data and discussed development of the 18-19 School Improvement plan.
6. The furniture for the Think Tank has arrived and progress is being made on putting the lab together. An Eagle Scout candidate provided a proposal for the Outdoor Classroom.

7. SGT discussed the recommendation to the Superintendent regarding identification of the new school principal. SGT unanimously recommended a candidate for Superintendent approval for ALB Principal.

Comments: none

Recommendation to BOE: none

Date: June - cancelled	Quorum: <input type="checkbox"/> Yes <input type="checkbox"/> No
Members Present:	

Agenda Items:

Actions:

Comments:

Recommendation to BOE:

End-of-Year Narrative Summary

During the 2017-2018 school year the A.L. Burruss SGT engaged in the following:

- Received updates regarding the building renovation.
- Voted to establish enhanced role positions of Parent Facilitator and of Professional Development for Student Achievement Facilitator, finalized job descriptions for the positions, and received reports from personnel who filled the positions.
- Recommended the Charter Innovation grant allocation be used to fund IB professional development, teacher IB work, and the school science lab.
- Discussed steps being taken to enhance science instruction at Burruss. Surveyed staff regarding the science lab and an outdoor classroom. Investigated possibilities for an outdoor science classroom, began planning towards establishment of the outdoor classroom, and communicated with a Boy Scout who agreed to draft a plan and begin work as part of his Eagle Scout project.
- Reviewed Milestones, MAP, and F&P data; the School Improvement Plan, CCRPI scores, and Impact Check presentations that included data regarding student progress and actions taken to increase student progress.
- Collected input and made recommendations regarding Marietta City Schools calendars for 2018-2019 and 2019-2020. Collected input and made recommendations regarding the scheduling of Conference Weeks.
- Planned and conducted SGT Forums on November 7 and on March 20.
- Established an SGT Corner in the school First Friday newsletter to better inform stakeholders regarding SGT.
- Participated in the AdvEd Accrediation visit.
- Participated in interviewing and making a recommendation to the Superintendent regarding hiring a new principal.
- Completed a Charter System Feedback Form to offer considerations for improvement of SGT.
- Initiated collecting and considering ideas for possible innovative practices for 2018-2019.

