

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

School: MCAA	Year: 2015-2016
Member Name	Affiliation
Jennifer Hernandez	Principal
Rob Pinto	Teacher (elected)
Amy Crandall	Teacher (elected)
Amanda Schoeniger	Certified Staff (appointed)
Neha Bhatt	Parent/Guardian (elected)
John Pierson	Parent/Guardian (elected)
	Community Member (appointed)
	Parent/Guardian (elected)

MEETING MINUTES

Date: August 11, 2015	Quorum: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Members Present: Hernandez Pinto Crandall Schoeniger Blatt Gurr	

Agenda Items: The meeting opened with introductions and a welcome to all members.

Compliance Director training expectations were reviewed and new members were instructed how to complete each of the required modules. Members were asked to complete all modules prior to the September meeting.

Roles of SGT members were voted on. John Pierson was voted as secretary (he held the position last year) and Amanda Schoeniger as the co-chair of the SGT.

Dr. Hernandez shared the proposed innovative practice of Talent Development Roles. The SGT voted to approve the roles which included a modification of the schedule (Pinto and Johnson) to provide coaching and instructional support to teachers. The SGT requested Talent Development Leaders to present at the November meeting and for the SGT to have feedback on what would be addressed in the presentation--this would be added to the October agenda.

Actions: Voting on Roles:

The SGT voted 5-0 in favor of the appointment of John Pierson as secretary and Amanda Schoeniger as Co-Chair.

The SGT votes 5-0 in favor of the innovation for Talent Development Leaders at MCAA which includes modification to Pinto and Johnson's schedules.

Comments:

Actions: The SGT discussed the updated uniform policy infractions and approved it 4-0-3 (3 members not in attendance). The draft SIP was reviewed and approved with comments. The SGT recommended that the Principal continue her focus on Parental Involvement Goal #21 (How to Reach).

Comments: A. Schoeniger opened the meeting. She noted that Dr. Hernandez and A. Schoeniger were meeting with Dr. Bullard at KSU to identify a community representative. The SGT discussed the updated uniform policy infractions; belts have been purchased and are provided to students who arrive without belts. A. Crandall will have students highlight uniform policy tenets during the morning video announcements. The SIP was discussed. Language was adjusted regarding the stated goals (changing commendable to distinguished). The SGT discussed responses to interventions based on Milestones and MAP results and how the timing of these results affect the SIP RTI. J. Pierson recommended that ELA and Social Study point banks be included and the other members agreed. The SGT discussed the Climate Survey and agreed that that the Principal continue her focus on Parental Involvement Goal #21 (How to Reach). Members noted that efforts should focus on assisting parents by continually improving feedback on opportunities and achievement of the agreed upon 20 volunteer hours. J. Pierson noted that greater parental support of point bank activities as well as AR points demonstrated additional parental commitment to MCAA's goals; achieving point bank and AR goals beyond the minimum levels may be another way to get greater parental involvement. A. Schroeinger noted that Charter Funds (\$18,000) were pending approval in November, and that Novelis was provided an \$8,000 grant for the STEAM Store. She also noted that the MakerSpace Ribbon Cutting was planned for the morning of October 26th. Parent B. Madrerdhon attended as a "Principal for a Day."

Recommendation to BOE:

Date: November 10, 2015	Quorum: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Members Present: A. Crandall R. Pinto A. Schoeniger J. Pierson	

Agenda Items: (1) Climate Survey Results - Principal Goals; (2) Charter Funds Approval; (3) Calendar Options / Voting.

Actions: Corrected September 2015 minutes to reflect that Parent B. Madrerdhon was attending as 'Principal for a Day' and not as a Parent member. Approved recommended Principal goals addressing climate survey results. Concurred with designations for Charter Funds. Voted on calendar option.

Comments: Two separate Principal goals were recommendations and approved [4-0 with Hernandez and Bhatt absent. Goal 1 addressed Question 21 (parental involvement) and strategies included having an SGT parent speak at the PTSA meetings and sharing of SGT information with parents via periodic informational flyers. Goal 2 addressed parental volunteering with strategies including better use of social media as well as partnering with PTSA to spearhead volunteer projects. Items designated for charter funds were shared and discusses. The SGT concurred [4-0 with Hernandez and Bhatt absent]. Calendar options were noted for the next two calendar

years (2016-2017 and 2017-2018). After discussion the SGT recommended Calendar Option A for 2016-2017 and B for 2017-2018. The meeting was then adjourned.

Recommendation to BOE: SGT recommended Calendar Option A for 2016-2017 and B for 2017-2018.

Date: December 18, 2015	Quorum: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Members Present: A. Crandall R. Pinto Bhatt J. Pierson J. Hernandez A. Schoeniger	

Agenda Items: (1) Calendar options; (2) Update on charter Funding; (3) STEM Certification Application.

Actions: The SGT voted 5-0-0 to approve the Calendar D option. The SGT provided input into the draft STEM Recertification application.

Comments: The SGT discussed the new calendar D option. Based on staff preference the SGT voted 5-0-0 to recommend Calendar D. A Schoeniger provided an update regarding Charter Funding spending; vendors are being solicited and finalizing submissions is underway. The STEM Recertification application is being completed. The SGT discussed the current draft and provided ideas to add. The SGT plans to review the updated draft after the holiday break.

Recommendation to BOE: Recommend Calendar D.

Date: January 12, 2016	Quorum: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Members Present: A. Crandall R. Pinto J. Pierson J. Hernandez A. Schoeniger	

Agenda Items: Discuss STEM Recertification draft.

Actions: The SGT discussed the current STEM Recertification draft.

Comments: MILE teachers E. Reisenhauer and S. Throop attended the meeting and assisted with providing input. Discussions included a recap of the STEM Certification visit as well as strategies for conducting a successful STEM Recertification on-site visit. The draft is to be completed by the next SGT and then approved.

Recommendation to BOE:

Date: February 9, 2016	Quorum: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Members Present: A. Crandall R. Pinto J. Pierson J. Hernandez A. Schoeniger N. Bhatt S. Throop E. Reisenhauer	

Agenda Items: (1) Review and vote on STEM Certification visit topics; (2) Status change for Partner-in Education representative and re-election of parent members.

Actions: The Draft STEM Recertification document was approved unanimously. The SGT discusses changing member J. Pierson to business representative (ASCE liaison)

and holding elections during the parent-teacher conference week. SGT voted unanimously to approve the motion.

Comments: The SGT voted unanimously to change member J. Pierson to business representative (ASCE liaison) and hold elections during the parent-teacher conference week for parent representatives. The STEM Certification package was discussed as well as specifics regarding the visit.

Recommendation to BOE:

Date: March 8, 2016	Quorum: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Members Present: J. Hernandez Schoeniger	R. Pinto J. Pierson	E. Reisenhauer A. Crandall	S. Throop	A.

Agenda Items: (1) Approval of parent representatives; (2) Update on STEM Recertification visit on AP 14, 2016; (3) STEM Fair versus Engineering; (4) Microsoft partnership; (5) Other items.

Actions: Parents B. Harrison, D. Young, and S. Buckalew were voted 6-0-1 as parent members to the SGT (N. Bhatt absent). The SGT approved a change to an Engineering Fair from STEM Fair to better facilitate the engineering design process.

Comments: The SGT discussed the need for a proper balance of parents on the SGT. Based on elections conducted during the parent-teacher conference week, three parents were presented. An Engineering Fair concept was presented by MILE teachers Reisenhauer and Throop. The focus will be on real-world problems selected by the students, with winners selected via a 'Shark-Tank' presentation. All were viewed favorably by the SGT. In other items, final updated posters for replacing the existing Design Loop were reviewed.

Recommendation to BOE:

Date: April 19, 2016	Quorum: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Members Present: A. Crandall A. Schoeniger J. Hernandez B. Harrison D. Young J. Pierson R. Pinto	

Agenda Items: (1) STEM Recertification Report; (2) Follow-up Schedule Change Proposal; (3) Georgia Milestones Testing.

Actions: The SGT congratulated the students, teachers, administration and parents on the successful STEM Recertification application. SGT members agreed to move up its next and final meeting to allow for comments back to the BOE if needed.

Comments: J. Hernandez reported that MCAA received a successful rating in its STEM Recertification application. Reviewer comments noted that the school had grown significantly in the 5 years since the initial certification. Follow-up discussions were conducted regarding the proposed MCS school bell schedule. Ideas were sought regarding approaches to accommodate current and future parents concerned about or opting out due to the later start times. AP Schoeniger reported that the students and teachers were prepared for the upcoming GA Milestones testing.

Recommendation to BOE:

Date: May 10, 2016	Quorum: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Members Present: Young Pierson Blatt Buckalew Pinto Schoeniger Crandall	

Agenda Items: Review feedback from stakeholders--proposed schedule change
Discuss and recommend to Superintendent

Actions: Vote--Schedule Change Recommendation

Comments:

Recommendation to BOE: The SGT voted 6-1 with the majority voting against the proposed schedule change.

Date: June 2, 2016	Quorum: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Members Present: Hernandez Pierson Crandall Pinto Schoeniger Young Harrison Buckalew	

Agenda Items: Open Meeting

Motion by Hernandez to Move into Executive Session-second by Pierson

Executive session to review resumes and interview candidates for MCAA Principal position

Motion to move out of Executive Session by Hernandez, Second by Crandall

Vote for Principalship: 7-0 in favor of Christina Wagoner (Hernandez is not a voting SGT member)

Actions: Vote for Principal Candidate

Comments:

Recommendation to BOE: Recommendation to Superintendent for Principal--Christina Wagoner

End-of-Year Narrative Summary

During the course of the 2015-16 school year, the MCAA SGT meet monthly to discuss and make decisions about budgetary spending, instructional programs, student achievement, scheduling, etc. Highlights include:

The creation of Talent Development Roles at the school to cultivate teacher leaders. This included identifying teacher leaders by subject area and modifying their daily schedule to provide opportunities during the school day for them to participate in instructional planning, observe instruction and provide feedback, modeling of lessons and co-teaching with colleagues.

Topic of discussion that resulted in forward movement--How the school can harness additional partnerships to leverage support for student achievement gains--specifically Kennesaw State University.

Student achievement data was reviewed, the balanced scorecard presentation for the Board of Education was discussed, and the School Improvement Plan was reviewed during multiple monthly meetings.

Ideas were generated regarding how to get more feedback from the parent community in the school and how to inform them of the topics of discussion and decisions of the SGT.

School calendar options and schedule options were reviewed, voted on, and recommendations were made to the Superintendent.

The STEM recertification application and ideas for hosting the Department of Education were shared with the SGT for feedback. Parent and community members participated in the DOE visit.

MCAA Principal candidates for 2016-17 were interviewed and a recommendation was made to the Superintendent.

