

# Bird Rock Elementary School Governance Team Meeting Minutes

December 11, 2017

## **GT members in attendance:**

Laura Gunn, BRE Foundation Representative  
Alex Yerbury, BRE Foundation Representative  
Tricia Gallagher-Geurtsen, Parent Representative  
Lisa Pulli, Parent Representative  
Kristi Nelson, TK-1 Teacher Representative  
Peggy Wilkinson, 2/3 Teacher Representative  
Ginny Gallagher-LaRowe 4/5<sup>th</sup> grade Teacher Representative  
Tara Barber, Chairperson, SDEA Representative  
Ryan Weiss, Teacher at Large  
Marlo Boyce, Classified Representative  
Dr. Amanda Hale, Principal

## **Guests:**

Chris Hargrave  
Lori Shearer  
Carol Shear  
Lorene LaCava

### **1. Call to order**

Tara Barber called meeting to order, at 3:19pm

### **2. SEEDS (agenda #8)**

- a) Lorene LaCava presented a letter from the LaCava/Lolly family who will be donating \$5,000. to Bird Rock Elementary for a sculpture to be completed in one year by Jane Wheeler. Jane Wheeler will begin the project this spring.
- b) All school Clean-up scheduled for January 13<sup>th</sup> from 8am-12pm
- c) Carol Shear spoke regarding the outdoor area next to classroom B5. Would like to see the area cleaned up and used as a picnic area for students. Can the storage unit be moved to make this possible?

*Motion:* Carol/Tricia-Dr. Hale to email the district and see if the storage container can be moved to the upper field, deadline of Jan.5<sup>th</sup>, 2018.

Laura second/ In favor- 9, 1 abstained.

### **3. Approval of minutes**

- a) November meeting minutes were reviewed with the following changes.
  - Add members and guest attendance to minutes.
  - Item 4b moved to section 3a.
  - Item 4b last sentence, change comment being made by Tricia to Tara.
  - Meeting Norms, remove Alex as making motion

*Motion:* Tricia- 2 minutes to continue to review Nov. meeting minutes.

Lisa second/ In favor- All

*Motion:* Alex- 2 minutes to continue to review Nov. meeting minutes.

Tricia second/ In favor-All

*Motion:* Tara- to approve revised November minutes.

Lisa second/ In favor- All

#### **4. Robert's Rules of Order and Meeting Norms**

- a) Chris Hargrave posted meeting norms that were reviewed by the team. 1. Be respectful 2. Be on time, end meeting on time 3. Stick to agenda 4. Task master- timekeeper and monitors comments to remain on topic 5. No side bar conversation
- b) Robert's Rules of Order- handout given (see attached) and time to review.
- c) A question was asked regarding Chris Hargrave and her role in Governance. Chris commented that her role is to provide support to the Chairperson to help facilitate the meeting and focus on bylaws.

*Motion:* Ginny- Add 5mins. to the agenda for Parent Representative

Tricia second/ In favor- All

#### **5. Review and Discuss BRE SGT bylaws**

- a) Copies of the current BRE SGT bylaws, draft bylaws and La Jolla Elementary School SGT bylaws were handed out to review.
- b) Team began reviewing draft bylaws. Feedback included the importance of having a mission/ vision statement in the bylaws as an introduction. Suggestion made to keep Introduction section how it currently is with Philosophy, Mission, and Purpose. SGT is a shared decision making team. A discussion took place regarding the first paragraph in Article 1, principal's role.
- c) Running over allotted meeting time for bylaws,  
*Motion:* Tricia- add 5 minutes  
Laura second/ in favor All  
*Motion:* Tara- to adjust agenda items, #8 completed already, #5 tabled, #6 reduce 5mins.  
Tricia second/ In favor-All
- d) Discussion to change one section at a time/each meeting, rather than the entire document at once. Look at highest priority to change, which would be the composition ratio of members. The sub committee looked at possible meeting dates before the next SGT meeting. Unable to meet, they will email each other priority of order.

*Motion:* Tara-Add Bylaws to agenda for next meeting (10-15mins.)

Laura second/ In favor-All

## **6. Communication**

- a) Continuing from last SGT meeting, teacher concerns with the parent communication form being used as a teacher evaluation tool. Tara handed out a form that was used in the past. Concerns with the past format are that it's not easily available to all parents who work and those parents who are unable to attend a 3:15 meeting time. Suggestions were made to place a disclaimer at the bottom of the current parent form regarding teachers by SDEA.

Tara- exceeding time limit

Motion: Peggy- Tara to bring suggestion forward to John Mellow regarding teacher disclaimer at the bottom of the parent form.

Weiss second/ In favor- All

## **7. Principal Update**

- a) School tours for new students are scheduled for January 18<sup>th</sup>, February 13<sup>th</sup> and March 13<sup>th</sup>. Parents and Student leaders will help guide tours.
- b) Foundation is supplying critical math training for new teachers.
- c) NGSS (next generation science standards) professional development sponsored by Bird Rock Foundation- TK-5 teachers are engaged in NGSS lesson development
- d) District is providing professional development training for principal and teacher leaders by Dr. Marzano.

Motion: Alex-Change agenda for parent representative to speak now

Tricia second/ In favor- All

## **8. Parent Representative**

- a) Lisa spoke on parent concerns.
  - Art update (foundation will report on update)
  - School safety regarding front entrance- what time are the gates being opened in the morning? 8:10-8:30, Dr. Hale will check on this.
  - Upper field recess for 4<sup>th</sup>/5<sup>th</sup> graders, concerns that students weren't allowed to use the restrooms during recess. Told they would have to use port-a-potty on upper field. Dr. Hale commented that students are able to use the restrooms on the lower playground during recess.
  - Communication of lunchtime expectations for 4<sup>th</sup>/5<sup>th</sup> graders? Posters have been ordered to place in lunch area regarding expectations.

## **9. Foundation Update**

- a) The foundation purchased 2 new temporary tetherballs for the upper field, since the current tetherball pole broke.
- b) Critical Math training has began for new teachers.
- c) Critical Literacy has withdrawn proposals for \$70,000. An independent contractor will have to be scheduled to get a new quote.

- d) Art enrichment update: "Arts for Learning" a district approved vendor will begin January 8<sup>th</sup> –June 8<sup>th</sup>. Cost for remainder of year will be \$27,000.

**10. Round Table**

- a) Lisa discussed creating a parent survey similar to teacher survey of top 3 enrichment choices.  
Motion: Tricia- SGT to send out a parent survey for enrichment programs by March 2018  
Laura second/ In favor- All
- b) Ryan discussed upper field asphalt falling apart. Not sure if we go through the district or see if there's funding through another source.
- c) Peggy wanted to thank everyone for funding the training that new teachers have received.
- d) Tricia handed out possible draft ideas for the Bylaws Revision Subcommittee regarding process for SGT guidance on proposals to fund programs and curriculum with discretionary funds.

**11. Public Comment**

- a) Lori Shearer would like to make sure her name is included as a guest on attending all meetings this school year. She also commented on the communication parent form as being helpful. She would like to communicate with the SEEDS group, and the possibility of assisting with grant writing.

Meeting adjourned at 5:08  
Minutes taken by Lisa Pulli