

**Ellijay Elementary School**  
**School Governance Team Meeting Minutes**  
**Tuesday, November 30, 2021**  
**4:00 PM**  
**EES Auditorium**

Dr. Fonteboa called the meeting to order and made a request to approve the agenda. Mr. Bearden made a motion to approve the agenda, and Mrs. Woody made a second. All were in favor.

Dr. Fonteboa led the team in the pledge of allegiance.

Dr. Fonteboa made a request to approve the October minutes. Mrs. Woody made a motion to approve the minutes, and Mr. Bearden made a second. All were in favor.

**I: Academic Achievement**

**a. Teacher Clarity and Learning Progressions**

Dr. Fonteboa, Mrs. Stover, and Mrs. Henson shared the presentation that was shared at the previous BOE meeting. Dr. Fonteboa led the team in the “hit the target” demonstration. Mrs. Henson shared the work being done to vertically align selected standards as well as the learning progressions being developed in PLCs. Mrs. Stover stressed that the work will be ongoing as student needs change and we must continue to adjust to student needs.

**II: Parental Involvement**

- a. Holiday events:** Dr. Fonteboa took the team’s recommendation for parents to be allowed in the building for events. Dr. Ridley agreed with some specific guidelines on social distancing. Dr. Fonteboa took the news to the leadership team, and the team discussed ideas. The ideas were further discussed in PLCs, and Mrs. Stover shared the calendar of events for parental involvement.
- Mrs. Woody asked when parents would be allowed to send in homemade goodies again and stated that parent feedback had been overwhelmingly positive in regards to coming into the building. She also asked if a 2 person limit was for all grade levels or just 1st grade. Dr. Fonteboa stated that all grade levels were encouraged to limit the number to promote social distancing. She also stated that musicals are planned as well.

**III: High Performing Culture and Workforce**

- a. Video training: Roles and Responsibilities:** Mrs. Vick stated that the video was good at explaining the purpose of the SGT team and the roles. Dr. Fonteboa stated that she liked the reminder that the SGT is to make recommendations to the superintendent just like the EES team did with the holiday events. Mr. Bearden stated that while he and Mrs. Woody are present in the meeting, they realize they represent the parents. He stated that other parents come to him with questions and concerns, and he is able to present it to the team. Mrs. Vick asked Dr. Fonteboa to send the next training video (Curriculum, Assessment, and Instruction) via email again. Dr. Fonteboa agreed.

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IV: Operational Effectiveness

- a. Media update: Mrs. McClure explained that EES has a Media and tech vertical team, but we need admin and parent/community representatives. She asked if the SGT team members would be willing to serve in this capacity. The team will be reviewing policies and procedures for the media center. Dr. Fonteboa stated that she would check on how this will work. We may be able to meet before or after the SGT meeting. It may also need to be on a different day.

- b. Personnel updates:

Dr. Fonteboa explained that new students qualifying for SPED services has led to an increase in need for SPED services. EES was able to hire a new SPED para position, Mrs. Christina Torres.

The last custodial position has also been filled by Mr. Timothy Johnson.

Dr. Fonteboa also stated that there is a current posting for a teacher. EES's numbers have grown in third grade, so we will be hiring a new third grade teacher. Students will be pulled from the current homerooms to create a 5th homeroom thus reducing numbers in all classes. She stated that second grade is large as well.

- c. PBIS: Mr. Bearden reminded the team of his time helping mentor students with Mr. Carl Day. The students chosen for this were chosen based on discipline data over time, per Dr. Fonteboa. Mr. Bearden was interested to learn if this was still a need. Dr. Fonteboa said it is something she would love to see in place again as COVID restrictions had halted the mentoring program.

Mrs. Stover shared the PBIS data from the November faculty meeting. Mrs. Woody asked what PBIS stood for. Mrs. Stover answered and shared the "Keeping it REAL" motto for EES. She also explained the use of EES cash and enrichment.

Mrs. Stover used the PBIS data to give the team the current trends for EES:

Referrals are increasing. Mrs. Woody asked what would initiate a referral. Dr. Fonteboa shared the concept of the flow chart used by staff for this purpose, and Mrs. Vick gave examples of teacher handled discipline versus office referral.

The classroom is the location of most referrals. Mr. Bearden asked if the bus was also a location. Mrs. Stover answered and gave the team the locations to choose from when inputting data. Dr. Fonteboa stated that the bus previously had higher incidents but redistricting has helped.

Most common referrals are disruptive behavior and minor physical contact.

5 students have 3 or more referrals.

Most referrals happen on Fridays.

Kindergarten and 3rd grade are currently the grade levels with the most referrals.

The team discussed that the current Kindergarten class has not been as socialized as most with the effects of COVID.

Males make up 92 percent of the referrals.

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77 percent of the referrals are white while 23 percent are latino. Dr. Fonteboa stated that this data isn't comparable to the current population.

Average referrals per day/per month is trending higher this year than last year.

Referrals by time indicate that most discipline issues occur at the beginning and the end of the day.

Dr. Fonteboa explained that we use the trends in data to make recommendations and changes to prevent problem behaviors.

- d. Safety: Mrs. Stover shared that safety is another vertical team at EES. She explained the process of the quarterly safety inspections. EMS and fire department attend one of the quarterly inspections with the team.

- e. April SGT meeting date: The team decided to meet on April 26, 2022.

**V: Fiscal Accountability**

- a. Krispy Kreme Fundraiser: 1,101 dozen sold netting around \$9,000 dollars with a profit of around \$4,000 for the school per Dr. Fonteboa.
- b. Principal's Budget: Dr. Fonteboa explained the QBE and how that formula is used to determine FTE for students. Funding for the beginning of the year is determined by spring numbers from the previous year. FTE occurs in October of each year and adjustments are made. Mrs. Woody asked if there was a team for this as well. Mrs. Stover stated that EES does have a vertical team led by the EES bookkeeper, Mrs. Mandy Sanford. Dr. Fonteboa explained that while Kindergarten stands alone, the other grade levels are in spans: 1-3, and 4-5. So, funding was allocated based on homeroom numbers in each of those grade levels. Mrs. Woody asked if parents were still being asked when materials are running low. Dr. Fonteboa stated that while that was the case in previous years, with the CARES funding, teachers were not asking parents this year. Mrs. Woody and Mr. Bearden both expressed the desire to help with materials/supplies when needed. Mrs. Vick mentioned that many teachers utilize organizations such as Donors Choose to fund things for classrooms. Mr. Bearden mentioned an app called Givelify. You are able to set up the app with groups so that people can donate to specific groups from the app. Dr. Fonteboa stated she would check into the legalities of using something like that in a school system.

Dr. Fonteboa asked for any remaining questions, comments, or concerns. The next meeting date is scheduled for Jan. 25, 2022.

Dr. Fonteboa made a request to adjourn the meeting. Mrs. Woody made a motion, and Mr. Bearden made a second. All were in favor.

Meeting adjourned