



**Ellijay Elementary School**  
**School Governance Team Meeting**  
**Tuesday, September 20, 2022**  
**4:00 pm**  
**EES Auditorium**



Call to Order and Welcome  
Pledge of Allegiance  
Approval of Agenda  
Members Present:

Cody Bearden, Parent Representative	<i>Cody Bearden</i>
Melinda Fonteboa, Principal & SGT Co-Chair	<i>Melinda B. Fonteboa</i>
Staci McClure, Faculty Representative	<i>Staci McClure</i>
Beth Mooney, Faculty Representative	<i>Beth Mooney</i>
Nikole Woody, Parent Representative	<i>Nikole Woody</i>
	<i>Ashley Stover</i>

\*Conflict of Interest Clause included at the bottom of this agenda.

- I. Academic Achievement
  - A. [School Improvement Plan](#)
  - B. GMAS 2022 District Data Comparison
  - C. MAP Fall 2022 School Data Comparison
- II. Parent and Community Engagement
  - A. Nominations and Approval of SGT Co-Chair
  - B. Nominations and Approval of SGT Secretary
  - C. EES Book Fair ~ November 7-11, 2022
- III. High Performing Culture and Workforce
  - A. [Bylaws](#) and Conflict of Interest
  - B. [Charter System Foundation Training](#)
- IV. Operational Effectiveness
  - A. Safety
  - B. Personnel Updates
- V. Fiscal Accountability
  - A. Principal's Budget
  - B. School Activity Account
    1. Krispy Kreme Doughnut Fundraiser ~ October 24-28, 2022
- VI. Questions/Concerns

## **Conflict of Interest**

A conflict of interest exists when there is a conflict between the private interests and the official responsibilities of a person in a position of trust. A clash between professional obligations and personal interests arises if the individual tries to perform a professional obligation while at the same time trying to achieve personal gain.

1. Announce potential conflicts of interest before SGT action is taken.
2. Comply with the conflicts of interest policy of the board, all applicable laws.

“I acknowledge that I have carefully read and considered this document.”

---

SGT Member Printed Name

---

SGT Member Signature

---

Date

\*By signing in to today's meeting I am also recognizing and committing to the conflict of interest clause in the by laws

**Ellijay Elementary School**  
**School Governance Team Meeting Minutes**  
**Tuesday, September 20, 2022**  
**4:00 PM**  
**EES Auditorium**

All members were in attendance and the meeting was called to order at 4:00. The pledge of allegiance was given.

Jumped to II. Parent and Community Engagement.

Mrs. Woody nominated Mr. Bearden to serve as the SGT Co-Chair, Mrs. McClure seconded the nomination and all others voted in favor of Mr. Bearden in this position serving as Co-Chair.

Mrs. McClure self nominated to serve as SGT Secretary, Mrs. Mooney seconded the nomination and all others voted in favor.

I. Academic Achievement.

Dr. Fonteboa shared with the team how the School Improvement plan was created using input from this SGT last year and data gathered from a Comprehensive Needs Assessment completed by EES faculty at the end of the 2021-2022 school year. A link to the entire document was provided and she shared that there are two main school improvement goals:

- Overarching Need #1
  - Increase student proficiency on state and local assessments.
- Overarching Need #2:
  - Increase the professional capacity of all school employees.

Our plan is lengthy and includes many steps but the bottom line is first, do what's best for students, next do what's best for teachers.

GMAS 2022 District Data Comparison - this data was shared next by Dr. Fonteboa. The data compiled compares EES to other schools within the district and compares our entire district to other schools in our North Georgia Resa region. Overall, EES and other schools in GCSS do very well in Math, but are below the state average in Reading/ ELA.

MAP Fall 2022 - preliminary data from the Fall administration of MAP at EES was shared. It was explained that while GMAS is a criterion referenced test, MAP is a norm referenced test. It was noted that MAP does align with GMAS results that show our students typically have higher achievement in Math than they show in Reading. The

lowest two categories were specifically studied for each grade. We noted that Kindergarten has fewer students in those two categories than they have had in several years and that is encouraging. It was discussed that Second Grade scores on MAP showed a drop, as they typically do, from the previous year's scores in First Grade. Dr. Fonteboa and Mrs. Mooney explained that second grade is the year that MAP changes to require students to read and comprehend independently as opposed to the passages and questions being read to students in earlier grades. Both Mr. Bearden and Mrs. Woody shared that they had also noted this drop with their own personal children. The team discussed the phenomenon and theorized possible causes and solutions. The thought is that the problem is more with fluency than comprehension, because they can comprehend when the passage is read to them. Mrs. Woody also noted that she thought students not understanding the importance of the test and being overwhelmed by suddenly being required to perform completely independently on MAP might lead to them giving up and just clicking answers. Mrs. Mooney shared that they were trying to work with first graders to build up testing stamina to help with this drop. Overall, we see this drop every year and keep an eye on students. They tend to bounce back with the second MAP administration and score more back to their normal.

## II. Parent and Community Involvement

Item C: Book Fair. Mrs. McClure shared that our family nights do not align well to have a normal family night during *this* book fair. She asked for input about possible shopping times for parents or family members - giving the options of being open mornings from 7:30 until 8:00 or one afternoon/evening from 3:00 until 6:30. Mr. Bearden and Mrs. Woody agreed that one afternoon/evening of shopping was probably a better solution than trying to allow morning shopping times for parents. Mrs. Woody noted that although she is ok with having shopping after school, she didn't feel it was a completely required opportunity. Mr. Bearden commented that he liked the idea of a Thursday after school open shopping because it is sort of a safety net/ last chance for students who were absent or forgot money.

## III. High Performing Culture and Workforce

A link to the Bylaws was shared and team members should try to read over those. All members signed the Conflict of Interest form. We were also reminded by Dr. Fonteboa that all members are mandated reporters for possible child abuse and neglect.

Charter Systems Foundation Training - Dr. Fonteboa led a review of the various rules, regulations and guidelines pertaining to charter systems in Georgia. A brief history of charter system status in Gilmer County was also covered. To further our training and increase knowledge needed to serve, we agreed to watch training videos before each

**Ellijay Elementary School**  
**School Governance Team Meeting Minutes**  
**Tuesday, September 20, 2022**  
**4:00 PM**  
**EES Auditorium**

meeting and then discuss and respond. Dr. Fonteboa will email out links to training videos a couple of days prior to each future meeting.

**IV. Operational Effectiveness**

Mrs. Ashley Stover, Assistant Principal, shared the updated Standard Response Protocol which adds a purple alert to “Hold” in place that is not as severe as other protocols.

Dr. Fonteboa was happy to share that as of right now EES is fully staffed, including custodial staff. She also shared information about the changes in Kindergarten and second grade and two new SPED paras have been hired since July.

**V. Fiscal Accountability**

Dr. Fonteboa explained that there were two distinct “pots” to consider when discussing funding and finances. She explained the difference between the Principal's Budget and the School Activity Account.

Concerning the Principal's budget, she explained how FTE weights are used to allocate funds from the state for each grade level band and those funds are then divided back to allow each grade level to purchase instructional items and supplies as needed. She also shared that she holds back 2% or 3% from each area to use as funding for areas like ESOL/EIP/Specials teachers in the building that do not earn a budget using FTE allocations.

She updated the team that in the School Activity Account we try to maintain a balance of around \$50,000. These funds are used for things that cannot be purchased with state allocated funds. Our largest fundraiser will be coming up at the end of October with the Krispy Kreme sale.

The date of the next meeting was shared and the meeting was adjourned.