



**Ellijay Elementary School  
School Governance Team Meeting  
Tuesday, October 25, 2022  
4:00 pm  
EES Auditorium**



Call to Order and Welcome  
Pledge of Allegiance  
Approval of Agenda and September Minutes

Members Present:

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

- I. Academic Achievement
  - A. Instructional Diets
  - B. Georgia Milestones preparation
  - C. ESOL After School Program
- II. Parent and Community Engagement
  - A. Strategic Planning Committee Update
  - B. Family Curriculum Nights
- III. High Performing Culture and Workforce
  - A. Charter System Foundation Training: [Best Practices for Meeting Processes and Procedures](#)
- IV. Operational Effectiveness
  - A. Safety
- V. Fiscal Accountability
  - A. School Activity Account
- VI. Questions/Concerns

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The meeting was called to order at 4:00 with all members present except for Mrs. Woody. The Pledge of Allegiance was given.

Mrs. McClure made a motion to approve the agenda, Mrs. Mooney seconded the motion and all present members voted in favor.

Mr. Bearden made a motion to approve the minutes of the previous meeting, Mrs. Mooney seconded the motion and all members voted in favor.

**I. Academic Achievement**

**A. Instructional Diets**

Dr. Fonteboa shared information about the instructional diets used this year at EES. The purpose of the instructional diets is to refine instruction within the classroom. These were developed at the district level and are being utilized by all elementary schools in Gilmer county. These guidelines for instruction were put in place to ensure no major components of instruction are missing. All grade level instructional diets for Reading/ELA/Writing and Mathematics were shared with Dr. Fonteboa explaining the various components while Mrs. Mooney shared some specifics about how components work together.

**B. Georgia Milestones preparation**

Mr. Bearden wanted to learn more about what is done to prepare students for the rigor and format of the Georgia Milestones Assessment System (GMAS). Dr. Fonteboa explained that we must prepare based on what the state has released. We have multiple steps in place to prepare students:

- Beginning in First Grade we use the 1:1 chromebook model to help build students' skill using the very technology upon which they will take GMAS in later years.
- In Third Grade, the students participate in a lot of writing practice after Christmas Break to prepare for the amount of writing on GMAS. Higher grades focus on writing practice throughout the year.
- In Second Grade, teachers are making an effort to utilize online quiz models so students become familiar with the idea of tests taken on chromebooks.
- Third Graders receive explicit milestones platform preparation in the weeks leading up to the test, so they know how to use all the tools available.

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- Another new program called Writable, which mimics the testing platform, is coming soon. Teachers in grades 2nd - 5th will receive training on November 7th.

Some discussion followed about the possibility of holding information meetings for parents about milestones. Mrs. Mooney contributed that adding more formal parent conferences would be able to address this as well as other issues. Mr. Bearden shared that he would appreciate parent conferences. Having enough time to hold these types of meetings is the main issue, for both parents and teachers. Mr. Bearden added that he thinks face to face meeting with teachers would be helpful.

**C. ESOL After School Program**

With some federal funding we, as a district, chose to offer an afterschool program for English Language Learners from dismissal until 5pm. The program runs seven weeks, from October 4th through November 17th. It is going very well at EES. We have the highest participation among the schools with 126 students attending. A team of eleven teachers are involved. Limited transportation is provided as well as a snack immediately after regular school hours. Instructional focus is either mirroring what is currently happening in class or front loading what will be happening next with a focus on vocabulary.

**II. Parent and Community Engagement**

**A. Strategic Planning Committee Update**

Mrs. Stover shared information about the goals and work of this committee. Three main focus areas have been identified: rigor, attendance & literacy. The committee is broken out into areas looking at what we can do district wide to improve these areas. Action steps are reviewed as well as our Vision, Mission & Beliefs statements. The current team will create a new strategic plan which will be shared with this SGT at that time. Mrs. Woody is a member of the Strategic Planning Committee as well as Mrs. Stover and Dr. Fonteboa.

**B. Family Curriculum Nights -**

We recently held our Title I / STEM night with over 100 people in attendance. There were four stations with people revolving in and out for 2 hours. Prizes were awarded for

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the STEM competitions. Our next family night is December 1st and will be Fine Arts Night with a visual arts component as well as a performing arts component.

III. High Performing Culture and Workforce

A. **Charter System Foundation Training**

Members watched [Best Practices for Meeting Processes and Procedures](#) in advance and discussed the takeaways of following procedures and being flexible to adapt as our district goals are changed.

IV. Operational Effectiveness

A. **Safety**

Mr. Bearden inquired as to how the safety of the staff at EES is handled with regard to students who may have behaviors which can result in physical injury to staff. Dr. Fonteboa shared that we do have procedures and protocols for when students escalate, but always strive to de-escalate. Mindset training is required for certain staff members. We must be careful to never place a hand on the student in anger. The mantra of Mindset training is: Harm to self, harm to others, harm is imminent. At those points, action must be taken. All staff members are equipped with crisis alert badges that can be used when assistance is needed in this area. Mrs. Mooney added that procedures in place in classrooms help to provide a calming environment for students as well and that she has never had to press her alert button. Mrs. McClure noted that although she *has* had to use the alert, she feels that staff members are well educated in the procedures to keep students safe until a faculty member with required mindset training can arrive to assist when a student is at the point where harm is imminent.

V. Fiscal Accountability

A. School Activity Account the current balance is \$51,685.51. We have three AEMC Bright Ideas Grant winners: Lauren Vick, Brandi Byrd and Melodie Watkins. The Krispy Kreme Donut fundraiser is this week as well.

VI. Questions/Concerns

A. Mrs. Mooney asked about the possibility of a Walk to success program before GA milestones this year.

Upon completion of all agenda items, Mr. Bearden made a motion to adjourn the meeting and Mrs. Mooney seconded the motion, with all others voting in favor.