



Gorman Fort Banks | School Site Council Meeting

Date/Time: September 30, 2021

Minutes Recorded By: Ms. Pearson

Attendees

Present?	Name	Present?	Name	Present?	Name
✓	Ilene Pearson	X	Crystal DeMayo	✓	Taylor Murphy
✓	Donna Cummings	✓	Alexis McEvoy	✓	Danielle Tucker
✓	Mark McClelland	✓	Jason Wright	✓	Jenny Suttie
✓	Zachary Purinton				

Action Items

Description	Assigned	Due
Review of 2020-2021 School Improvement Plan and consideration of additional needs/items to be included	All Council Members	To be completed by 11/18/21 meeting
Recruit community representative to join School Site Council	All Council Members	Goal: To be completed by 11/18/21 meeting
Finalize meeting minutes and post to school website	Ms. Pearson	October 11, 2021

Decisions

Description
Meetings will be conducted by Zoom and held 2:30-3:30 p.m.
Frequency of meetings and yearlong meeting calendar to be established at November 18, 2021 meeting
Council members will alternate taking minutes to avoid bias in reporting and allow for varied interpretation November Site Council Minutes will be recorded by Ms. Murphy
Minutes in draft form will be sent to Council members for review prior to posting.
Meetings will not be recorded
Council members including contact information and meeting minutes will be posted on the GFB website

Updates

Topic	Description
Overview of School Site Council roles and responsibilities	Site council members were provided an overview of DESE regulations governing School Site Councils. Discussion further clarifying roles and responsibilities thereafter.
Responsibilities of Council Members	Note taking, format of meetings, frequency of meetings discussed
Review/status of 2020-2021 School Improvement Plan provide 2019-2020 School Improvement Plan for added reference	Included compare/contrast of both plans with a focus on the usefulness of staff and parent feedback.

Discussion

Topic, Notes
<ul style="list-style-type: none"> • School Site Council Stakeholder Representation <ul style="list-style-type: none"> ○ School site council requires equitable representation of all stakeholders: parents, school faculty, and community ○ Need a Community Representative to serve on the Council. This will ensure representation of all stakeholders. Members were asked to help recruit a community representative. • Logistics <ul style="list-style-type: none"> ○ <i>Frequency</i> <ul style="list-style-type: none"> ▪ The need and/or usefulness of meeting monthly is uncertain based on feedback from previous years' members. Council members agreed that a meeting schedule for the year will be established once all members have a better understanding of elements of the current School Improvement Plan, in addition to consideration of additional items that may need to be included this year. Council members will have enough familiarity with needs by the November meeting and a yearlong calendar will be established at that time.



- *Guiding Principles*
 - All meeting notes, the schedule of meetings (when determined), and Council member contact information will be posted on the school website.
 - All school site council meetings are open to the public
- *Approach*
 - Recommendation to record the meetings was presented. Council members discussed whether this would be an effective approach for the purpose of maintaining accuracy of meeting minutes.
 - *Decision:* Council members agreed that there would not be significant value-add to recording meetings. Council members agreed that a more efficient approach would be to prepare meeting minutes and solicit input/sign-off from council members to ensure accuracy.
- **Review of 2020-2021 School Improvement Plan and Status Updates**
 - The 2019-2020 and 2020-2021 School Improvement Plans were shared for comparative purposes. The 2019-2020 Plan provides more detail as it reflected input received from staff and parent surveys. The current school year plan did not. Council members have both documents as a way of comparing the influence and importance of staff and parent survey feedback.
 - The status of goals included in the 2020-2021 School Improvement Plan was provided.
 - Because of the influence of COVID, parent and staff input was not solicited and therefore may not be included in this year's School Improvement Plan. As a result, all Council members will review the current plan with consideration of any additional/unarticulated needs that should be included. These needs will be discussed at the November meeting.