 Brockett Elementary School Council Minutes

Wednesday, June 27, 2018

7:30am – 8:30am

PL Suite Rm 12

*The structure of the minutes of a meeting of the School Council should reflect the agenda of the meeting.*

The Brockett Elementary School Council met in regular session on Wednesday, June 27, 2018 in the Professional Learning Suite (Rm 12) of Brockett Elementary School, located at 1855 Brockett Road Tucker, GA 30084.

**Attendance/Establishment of Quorum**

**Council Members Present:** V. Truitt (Principal); C. Allen (Parent Rep); J. Hiland (Parent Rep); K. Baltimore (Teacher Rep); Frank O’Connor (Parent Rep); B. Hornaday (Teacher Rep); A. Weaver (Parent Rep)

**Public Present:** none

**Council Members Absent:** none

**Call to Order:** With 6 voting members present, a quorum was established. Meeting was called to order at 7:40 am.

**DCSD Vision/Mission**

*The vision of the DeKalb County School District is to inspire our community of learners to achieve educational excellence. Our mission is to ensure student success, leading to higher education, work, and life-long learning.*

**Public Comment**

For members of the public wishing to provide comment, time was allotted on the agenda however none was present.

**Action Items**

*Approval of Agenda*

There was a distribution of the agenda posted pursuant to the Open Meetings Act. C. Allen moved and J. Hiland seconded that the School Council approve the agenda as presented. The agenda was approved unanimously (6:0).

*Approval of Minutes from Previous School Council Meeting*

Approval of minutes from the May 17, 2018 meeting of the School Council was moved by J. Hiland and seconded by C. Allen with two modifications.

1. Under Discussion Items- PTA Status Update, it should read – Council discussed that Brockett has a PTA board. Members will rotate to attend PAC meeting.
2. Under adjournment, the following information should be included- The main topic of next meeting will be the discussion of Brockett’s CSIP (Consolidated School Improvement Plan) for 2018-2019 school year.

Next meeting is scheduled for August 16, 2018 at 6:30pm. Minutes approved unanimously.

**Discussion Items**

*CSIP Review and Discussion*

V. Truitt (principal) distributed pages 8-11 of Brockett’s CSIP and discussed one of the priority areas, its goal and action steps to implement improvement strategy. That area was identified as literacy and the goal is to decrease the percentage of students performing below grade level by 3%. V. Truitt mentioned that DIBELS boxed instruction – small group, monitoring by the assistant principal and principal along with EIP teachers and the purchase of IXL are action steps taken to improve literacy goals. Council discussed the need to have three priority areas of the CSIP completed so necessary action steps can be taken. Additionally, council would like parent and community input in completing the CSIP. Council agreed that August meeting will primarily focus on refining the CSIP.

*CSIP Approval*

No action was taken on CSIP due to not having enough information as it is still a work in progress. The goal is to have a completed draft prior to August meeting so action steps can be taken at meeting scheduled for August 16, 2018.

*Discussion of Principal Selection Process*

A. Weaver discussed the process and reviewed the timeline established by the district regarding the selection of a new principal for Brockett Elementary School.

1. A Resume Review Panel is scheduled for June 27th from 1pm - 5pm. (Attended by 2 council parents)
2. The Principal Interview Panel is scheduled for July 3rd from 8am - 12pm. (Attended by school council chair and school council teacher)
3. The School Council Focus Group - July 10th from 4PM - 7PM. (Attended by 2 parents who were not on the first two panels and 7 parents and/or teachers)

A. Weaver mentioned that the panel will review up to 50 resumes using a district provided rubric to narrow down the candidate list to 4-5 candidates. Those candidates will be invited to the interview panel, which will narrow the list to 2-3 finalists. The finalists will then attend the School Council Focus Group where each candidate will have the opportunity to do a presentation. Final notes will then be submitted to Dr. Green who makes the final decision by July 23rd if possible. The council also discussed the need to draft questions for the Principal Focus Group that revolved around qualities that are important for the ideal candidate to have as well as major areas focused around the following:

* Multiculturalism
* Parent involvement/engagement
* Leadership Style
* Conflict Management style
* Safety (physical and psychological)
* Student success/academic standards
* Facilities renewal/improvement
* View of relationship with parent leadership (PTA and PAC)

The council is working to identify potential members for each selection group to ensure that each group reflects Brockett’s student population.

**Adjournment**

Council members will develop the agenda by Thursday, August 9, 2018. A. Weaver will work with the school webmaster to ensure that the draft agenda is posted to the school site and on the School Council webpage no later than Thursday, August 9, 2018. With no further business to come before the School Council, the meeting was adjourned at 8:50am. MOTION: A. Weaver SECOND: K. Baltimore VOTE: Unanimous

**Next Meeting Date/Time:** The next meeting of the Brockett School Council will be held on Thursday, August 16, 2018 at 6:30 pm in the PL Suite, Rm. 12.