



Cherokee County School District  
School Council  
Meeting Minutes Notes

## Clayton Elementary School Council

DATE 9/4/19

MEETING TIME 8:07

MEETING LOCATION: Conference Room

MEETING CALLED BY	Carrie O'Bryant
TYPE OF MEETING	Regular Meeting
PRINCIPAL	Carrie O'Bryant
NOTE TAKER	Secretary - Sandy McPherson
BOARD ATTENDEES	Maria Sims, Susannah Alsobrook, Charley Ingham, Zack Bobo, Sandy McPherson, Andrea Ingham
GUEST ATTENDEESS	None

### Agenda Items

TIME ALLOTTED: 5 mins.

TOPIC: Approval of Minutes/Agenda

PRESENTER: O'Bryant

DISCUSSION	Meeting was called to order. CES students led the Pledge of Allegiance. Approval of minutes from previous meeting at the end of 18-19 school year. Approval of agenda for today's meeting.	
CONCLUSIONS	Minutes from the previous meeting and current agenda were approved.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

TIME ALLOTTED: 20 mins.

TOPIC: School Council Training

PRESENTER: O'Bryant

DISCUSSION	2019-2020 Member Introduction, Reviewed Purpose/Commitment of School Council using CCSD School Advisory Council Training PowerPoint. Election of Chairperson, Vice Chairperson, and Secretary.	
CONCLUSIONS	Election of Chairperson – Charley Ingham Election of Vice Chairperson – Maria Sims Election of Secretary – Sandy McPherson	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE



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TIME ALLOTTED: 20 mins.                      TOPIC: Leadership Qualities of a Principal                      PRESENTER: O'Bryant

DISCUSSION	Mrs. O'Bryant shared purpose of Leadership Qualities of a Principal for Clayton. Council members reviewed and provided feedback for the seven areas.	
CONCLUSIONS	Leadership Qualities were updated for the 19-20 school year with council input.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

TIME ALLOTTED: 15 mins.                      TOPIC: Report of the Principal                      PRESENTER: O'Bryant

DISCUSSION	Update on new personnel: Michelle Smith (Registrar), Betsy Lyen (Part Time Office Staff). Provided brochure for information on the county VILLA Academy. Explained 5-year blueprint for the county and provided copies. Shared results of initial parent survey for school needs: maintain Grandparen'ts breakfast, bring back a Fall Festival, and new electronic school sign. Upcoming fundraisers SY: Yankee Candles (PTA), Cheesecakes (PTA), Boosterthon (PTA), Chick-Fil-A (School). Mrs. O'Bryant will be reaching out and looking for additional partners for Clayton in the coming weeks.	
CONCLUSIONS	Council members received a copy of the 5-year blueprint plan for Cherokee County.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

TIME ALLOTTED: 5 mins.                      TOPIC: Canvas                      PRESENTER: O'Bryant

DISCUSSION	Mrs. O'Bryant encouraged council members to share with parents the importance of Canvas and the need to make sure that they are getting updates. She sends weekly updates to parents with important information and upcoming events.	
CONCLUSIONS	Canvas is the preferred method of school wide communication for the SY 19-20.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE



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TIME ALLOTTED: 15 mins.

TOPIC: Milestones/Attendance

PRESENTER: O'Bryant

DISCUSSION	PLC focus this year will continue to be writing based to help increase the writing skills in all grade levels. Mrs. O'Bryant feels this will help support ELA scores on the Milestones Assessment. Attendance is a concern. Suggestions and ideas for improving attendance were discussed.	
CONCLUSIONS	Council members were encouraged to brainstorm ideas to address attendance concerns/incentives. Revisit attendance discussion at next meeting.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

AJOURNMENT CALLED BY	Carrie O'Bryant
TIME	9:27
NEXT MEETING	November 13, 2019

NOTES	All members were present.
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