



## **Susan B. English School**

### *Home of the Sea Otters*

Kenai Peninsula Borough School District

P.O. Box 171 / 365 Winifred Avenue

Seldovia, Alaska 99663

(907) 234-7616 Fax (907) 234-7617

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## **Susan B. English School PAC / SBDM Council**

Parent Advisory Committee / Site Based Decision Making Council

**Thursday, September 22, 2022**

**7:00 pm- SBE Commons**

### Agenda

#### I. Opening Activities

- A. Call meeting to order
- B. Roll Call
- C. Approval of Minutes: 01.27.2022, 03.31.2022
- D. Approval of Agenda:

#### II. Principal's Report

- A. Sports
- B. Student Cell Phone Use
- C. Open House

#### III. New Business

- A. Elections
- B. Annual By-Law Review
- C. Site Council/Parent Evaluation Forms
- D. Goals for the year
- E. Activities for the year support and PAC Support; sports, yearbook, graduation (pre-k), student government, PAC sponsored coffee/tea table, etc.

#### IV. Old Business

#### V. People to be heard

#### VI. Council Comments

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#### VII. Schedule Next Meeting:

#### VIII. Adjournment:

\*\*\*For more information, please contact PAC Members directly or email them at [susanbenglish.pac@gmail.com](mailto:susanbenglish.pac@gmail.com)\*\*\*

#### **PAC Members:**

Seat A. Paula Elvsaa (term ends 10/2022)  
Seat C. Heidi Geagel (term ends 10/2023)  
Seat B. Cassidi Cameron (term ends 10/2024)  
Community Member - Ila Dillon

#### **SBDMC Members:**

Scott Jonsson (Principal)  
Lisa Stanish (Classified Representative)  
Karen Bornheimer (Certified Representative)



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### **MINUTES**

## **Susan B. English School PAC / SBDM Council**

**Parent Advisory Committee / Site Based Decision Making Council**

**Thursday January 27, 20212**

**7:00 pm- SBE Science Lab**

### **I. Opening Activities**

- a. Call meeting to order: Meeting called to order at 7:08pm by PAC Member Elvsaaas
- b. Roll Call- Present: PAC MEMBERS: Paula Elvsaaas, Cassidi Cameron, Scott Jonsson, Karen Bornheimer, Lisa Stanish
  - i. Heidi Geagel and IlaDillon absent
- c. Approval of Minutes: November 18, 2021 Meeting Minutes approved
- d. Elvsaaas/Cameron
- e. Approval of Agenda: Approved Cameron/Elvsaaas

### **II. Principal's Report**

- a. COVID Mitigation Update: updates to contact tracing, COVID testing procedures, availability, mask assessments and COVID mitigation plans per school district were discussed and shared by Scott Jonsson.
- b. Lunch Program: Principal Jonsson spoke that the position has been filled by Liz Diament – she started at the beginning of the month; excited to have her on board and we are grateful that she applied.
- c. Title 1 School Wide Plan: Principal Jonsson spoke on the status; drafting a school wide plan and shared that Dr. Chambers volunteered to be the parent representative. A plan is in development and Principal Jonsson will share more as the process progresses and goals are established.
- d. Growing Capacity of Co-Curricular events – there is a need for volunteers and some opportunities for school led activities for students. Thankful for the booster club to help facilitate some of these opportunities but more volunteers are needed.
- e. Early Release Fridays – SVT Open Gym 1:40-5:00pm: Principal Jonsson shared that the district has chosen to increase the number of early release days for the school year, and SVT has committed to have open gym on those days so kids have a productive, reliable place to go during that part of the day while some parents and guardians may be working.

#### **PAC Members:**

Seat A. Paula Elvsaaas (term ends 10/2022)

Seat C. Heidi Geagel (term ends 10/2023)

Seat B. Cassidi Cameron (term ends 10/2024)

Community Member - Ila Dillon

#### **SBDMC Members:**

Scott Jonsson (Principal)

Lisa Stanish (Classified Representative)

Karen Bornheimer (Certified Representative)

III. New Business – PAC Bylaws – (moved to old business)

IV. Old Business

- a. PAC Bylaws: At the last meeting (November) President Heidi Geagel provided the group with an updated, amended version of the PAC Bylaws for consideration. Amendments include Section V. Duties of the Council, VI. Officers, VII. and Section VII. Meetings. Per the PAC bylaws, “the council shall have the authority to make, alter, repeal the bylaws... provided the notice of intention to make, amend, alter or repeal the Bylaws shall have been given thirty (30) days prior to such meetings.” From November until January, the proposed amendment was issued and the notice of intent to change and amend those sections as described was met. Action: Cameron moved to accept the amendments as proposed in packet, Bornheimer seconded. Voice vote, unanimous

V. People to be heard - none

VI. Council Comments – none

VII. Schedule Next Meeting: Tentatively February 24, 2022

VIII. Adjournment: Meeting adjourned unanimously at 7:58pm

**PAC Members:**

Seat A. Paula Elvsaa (term ends 10/2022)  
Seat C. Heidi Geagel (term ends 10/2023)  
Seat B. Cassidi Cameron (term ends 10/2024)

Community Member - Ila Dillon

**SBDMC Members:**

Scott Jonsson (Principal)

Lisa Stanish (Classified Representative)  
Karen Bornheimer (Certified Representative)



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### **MINUTES**

## **Susan B. English School PAC / SBDM Council**

**Parent Advisory Committee / Site Based Decision Making Council**

**Thursday March 31, 2022**

**7:00 pm- SBE Science Lab**

### **I. Opening Activities**

- a. Call meeting to order: Meeting called to order at 7:05pm by PAC President Heidi
- b. Roll Call- Present: PAC MEMBERS: Paula Elvsaas (Virtual), Cassidi Cameron (Virtual), Scott Jonsson, Karen Bornheimer, Lisa Stanish
  - i. IlaDillon absent
- c. Approval of Minutes: no minutes provided, next meeting
- d. Approval of Agenda: Approved Stanish/Bornheimer

### **II. Principal's Report**

- a. Attached
  - i. COVID19 Mitigation Update
  - ii. Title I Update
  - iii. FY2023 Budget Forecast

### **III. New Business**

- a. Booster Club Recruitment and Support: Booster President Lisa Stanish shared with the group the need for support for the school through parent engagement, booster club offers several opportunities for students. Logistical and fiscal support for sports, traveling, extracurricular activities, a newly established scholarship fund for students to access educational opportunities outside of SBE, compliments the Jump Start program – covers class costs and outside costs for these additional classes. The Booster program is interested in hearing from parents – what opportunities do parents want to see for their kids? What opportunities do kids want?
- b. End of school year support, graduation (pre-K, Middle School, Seniors)? What are the activities that are happening, how can PAC support those activities? Is there an end of Year BBQ? It was discussed how PAC can assist in the priority of parent/family/student engagement for the school's culture. It was discussed that the possibility of a parent survey be developed to better gauge the effectiveness or identify needs that the PAC could contribute to.

#### **PAC Members:**

Seat A. Paula Elvsaas (term ends 10/2022)

Seat C. Heidi Geigel (term ends 10/2023)

Seat B. Cassidi Cameron (term ends 10/2024)

Community Member - Ila Dillon

#### **SBDMC Members:**

Scott Jonsson (Principal)

Lisa Stanish (Classified Representative)

Karen Bornheimer (Certified Representative)

#### IV. Old Business

#### V. People to be heard

- a. David Chambers shared that as a community member and grandparent of SBE students, he wants to see a basketball team here for the kids – that it would be a positive for the community and we should work together to figure out how to make it work. Scott Jonsson explained what the coaching position would look like and that the kids will need to be sure to be eligible.

#### VI. Council Comments

- a. Karen Bornheimer shared that the Robotics Club has been working hard on their projects and the possibility of a demo for parents and visitors may be a possibility.

#### VII. Schedule Next Meeting: Tentatively April 21<sup>st</sup>, 2022

#### VIII. Adjournment: Meeting adjourned unanimously at 8:07pm

#### **PAC Members:**

Seat A. Paula Elvsaa (term ends 10/2022)  
Seat C. Heidi Geagel (term ends 10/2023)  
Seat B. Cassidi Cameron (term ends 10/2024)

Community Member - Ila Dillon

#### **SBDMC Members:**

Scott Jonsson (Principal)

Lisa Stanish (Classified Representative)  
Karen Bornheimer (Certified Representative)

# KENAI PENINSULA BOROUGH SCHOOL DISTRICT

Our Kids, Their Future



## Site Council Handbook

KPBSD PUBLICATIONS

# Site Council Handbook

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© Kenai Peninsula Borough School District  
148 North Binkley St.  
Soldotna, AK 99669  
(907) 714-8888  
(907) 262-9645 (FAX)

## **Introduction:**

Since 1995, the Kenai Peninsula Borough School District has employed site councils to increase the level of community involvement in the decision making process at local schools. This document provides information needed by site councils to be efficient, effective and in compliance with pertinent laws, policies, and statutes.

This manual has been developed in accordance with [BP 0420](#) and [AR 0420](#)

## **Philosophy:**

The Kenai Peninsula Borough School District Board of Education believes that shared decision making at the site level can improve school performance. The Board is committed to the continuous improvement of student learning, which can be enhanced through increasing the level of involvement of school community affected by educational decisions. All school sites should employ a site council to positively impact shared decision making and increase all stakeholders' involvement in the school.

## **Purpose and Role:**

The school site council is an advisory body in the joint planning and problem solving processes for improving student learning that occur at the local school level

## **Council Composition:**

Site Councils shall include representation from the following:

- Principal
- Teachers (2)
- Support Staff (1)
- Parents (3)
- Non-parent community member (1)
- Student – Secondary schools (1-4)
  - Elementary schools (optional)

Site councils may expand their membership, but proportional representation must remain the same.

If, after reasonable and documented effort for participation, proportional representation is not met, site councils shall still convene.

Principals voting status on issues/decisions of the site council should be indicated in the bylaws.

Charter schools are exempt from the requirement for site councils due to their APC.

## **Council Selection:**

Principal: selected due to position and is responsible to guide the council in developing an organizational structure for conducting the council's business

Employees (teachers and support staff): staff must be assigned for more than 50% of their daily schedule to the school for eligibility. Itinerant teachers will be considered members of their home-based school

Parents: to be eligible they must have a child in the school during the period of elected service and are not an employee of the District in any capacity (except short-term substitute or stipend). The election system is defined in the bylaws of the site council. Recognized parent groups should be represented on the school council

Non-parent community member: to be eligible they are not an employee of the District in any capacity (except short-term substitute or stipend). They are elected by the seated members of the council following a nomination process conducted by the principal, in accordance with the site council bylaws

Council members shall not be District Board of Education members

Elected site council members may stand for re-election if they continue to meet the requirements of the position

## **Parameters and Functions:**

Meetings are to be publically noticed in accordance with the Alaska Public Meetings Act. The notice should include date, time, location, and agenda. Minutes from meetings are to be disseminated to the public and school community.

Site council decisions will be made by consensus as defined in the council bylaws.

Site Councils shall conduct their business in compliance with the following:

- Alaska Statutes
- Alaska Department of Education and Early Development Regulations
- Board of Education Policies
- School District Regulations and Rules
- Federal Laws and Regulations related to education
- Negotiated Agreements and Associated Variances
- Contracts with suppliers and vendors
- Budgetary limitations
- Student Activity Association requirements
- Limitations defined by Board of Education action or administrative mandates

## **Bylaws:**

All site councils shall operate under bylaws adopted by the council and filed with the Superintendent.

Bylaws should be reviewed annually with amendments proposed as needed.

Bylaws should specifically address the following elements:

- School mission and vision statement
- Composition of the site council and terms of service
- Officers
- Agenda setting
- Consensus
- Meeting frequency (a minimum of four meetings are required per year)
- Minutes
  - Copies sent to the Superintendent after each meeting
  - Posted and/or distributed to the school population
  - Copies retained for five years in the school office
- Process for revision of bylaws
- Process for community input/participation in council work
- Self-evaluation
  - Completed annually on District identified process and sent to Superintendent
- Who may speak for or represent the council and under what circumstances

## **General Operation:**

The principal remains the sole administrator of the school and will operate the school within the normal constraints of the District. Input from the site council may be considered on decisions affecting school improvement plans such as:

- Board, District and School goals
- School Policies
- Parent/Student handbooks
- School staffing patterns
- School budget
- Curricular initiatives/projects/courses
- Scheduling
- Preferred qualifications/characteristics for staff hires
- Co-curricular activities and pupil activity funds
- Negotiating charter school shared facility agreements
- Facility improvement/modifications
- Local needs based on student data

## **Selection of School Administrator:**

When a vacancy at a school site for principal becomes known, the Superintendent will consult the site council to provide input regarding selection qualifications for candidates. Opportunities will also be provided for individual community or school members to provide information regarding qualifications/characteristics for candidates. The process will be in accordance with [E9000b: Administrator Selection Process](#).

When possible, interviews will be open to the public and conducted at the school with the vacancy. Opportunities for written evaluations will be available to those observing the interviews.

The Superintendent will make the selection, subject to approval by the Board of Education. However, if an internal candidate who already has a current district administrative contract is selected, the Board will be notified of the appointment.

I. NAME

The name of this organization shall be Susan B. English Site Based Decision Making Council.

II. COUNCIL PHILOSOPHY STATEMENT

The Council because of its strong belief in public education in Alaska, advocates continued improvements of instruction and facilities for all the students of Susan B. English. The Council believes this is best accomplished through communication among school staff, parents, students and community. Through this cooperative effort, Susan B. English School students will be prepared for adulthood in a safe and positive environment.

III. COUNCIL PURPOSE

The purpose of the Council shall be to assist the Susan B. English School Administration and Staff in the Site Based Decision making process and to provide planning and input for conducting and pursuing improvements in facilities and education at the Susan B. English School.

IV. COUNCIL MEMBERSHIP - *Revised: 10/29/02; 01/27/2022*

A. Composition. The Council shall be composed of seven members (plus a SBES Student if available):

1. Principal
2. One certified staff members
3. One classified staff members
4. Three parents
5. One non-parent community member

B. Qualifications

1. Parent and non-parent community members may not be permanent employees of the district assigned in any capacity to Susan B. English School. Council members may not be a district Board of Education member.
2. Certified and classified staff Council members must be assigned to SBES for at least 50% of their schedule. They must be members of KPEA or KPESA if required by the negotiated contracts.
3. Any parent / guardian of a child enrolled in SBES during the period of elected service is eligible for election.
4. Any person who does not have a child enrolled in SBES and who resides in or has a business in the SBES attendance area, is eligible for election as non-parent community member.
5. Any SBES student is eligible for election.

C. Elections - *Revised 01.26.2018; 01/27/2022*

1. All certified and classified members will be nominated and elected prior to the first meeting of the school year.

2. Parent Council members will be nominated and elected by their peers. PAC elections occur annually; day and time of elections will be determined at the first meeting of the school year typically held in September or October for elections in October or November.
3. The non-parent community Council member will be nominated and elected by the council.
4. The student member of the Council will be selected by the student council of SBE.

D. Terms

1. The term of office for certified and classified staff members starts and ends at the regular scheduled meeting in August of the appropriate year. Elected parent representatives end their term after the first regularly scheduled meeting at the beginning of the school year, typically in September or October. Newly elected parent representatives will begin their term at the first meeting following the elections. Non-parent community member will be appointed and seated at the first regular meeting following the elections.
2. The student member will serve for one year.
3. Elected parent representatives will serve for three years, with one position coming up each year.
4. If the role of parent representative is not filled during the regular election a parent may be appointed by the PAC until the next regularly scheduled election, where the seat will be advertised for a two-year term or one year term, depending, in order for the three-year rotation for each seat to continue.
5. For continuity on the Council, the one non-parent community member will serve a one-year term ending October, 1996. Thereafter terms will betwo years.
6. There are no term limits.

E. Removal and Replacement of Members

1. Any member who no longer meets the requirements of Council membership will be removed from the Council.
2. The Council may remove a member from the organization by a vote of two-- thirds of the majority of the membership. A member may be removed by the membership whenever, in their judgment, the best interest of the organization will be served. Such removal shall be for cause.
3. The term of any member of the Council will terminate automatically in the event of three unexcused absences in succession, or in the event of six absences for any reason, excused or not, from the regular meetings of the Council during one year. Excused absences are those duly announced and granted by the Chair, subject to the approval of the membership.

V. DUTIES OF THE COUNCIL- Revised 01/27/2022

- A. The Council is authorized and shall engage in all discretionary functions permitted by the Kenai Peninsula Borough School District Site Based Planning Procedures and in all appropriate measures deemed necessary to carry out such discretionary functions. These discretionary functions include, but are not limited to:
1. The interviewing process
  2. In-service plans
  3. School staffing plans
  4. Curricular Initiatives/Projects/New Courses
  5. Co-curricular activities
  6. School policies
  7. School budget
  8. Scheduling
- B. The School District supports the concept of shared decision making as a strength in the instructional process. The Principal remains the sole administrator of the school and will operate the school within the normal constraints of the district, including working with the school council.

VI. OFFICERS - Revised 10/29/02; 01/27/2022

The Council annually shall elect by a majority vote of the entire Council, a president, a vice-president, and a secretary at the first regular meeting of the school year following the election of councilmembers.

- A. The duties of the president are as follows:
1. Shall preside at all meetings of the Council;
  2. Shall be responsible for conducting the affairs of the Council;
  3. Shall be responsible for executing the policies of the Council;
  4. Shall communicate to the Council such matters and make any suggestions which will promote the welfare of the School.
  5. Shall be responsible for the conduct of the Council in strict conformity to the policies, principles, rules and regulations of the Council, Kenai Peninsula Borough School District and the State of Alaska.
- B. The duties of the vice-president are as follows:
1. In the absence of the president or during his/her incapacity to act, shall perform the duties of that office;
  2. Shall perform such other duties as may, from time to time, be assigned by the

Board or President.

- C. The duties of the secretary are as follows:
  - 1. Shall issue notice of all Council meetings;
  - 2. Shall keep accurate minutes of all Council meetings;
  - 3. Shall have charge of all books, records and papers.
- D. All officers shall be elected for one year or until their successors are elected.
- E. An officer may be removed from office at any time by a vote of two-thirds of the majority of all the Council. An officer may be removed by the Council whenever in its judgment the best interest of the Council will be served.

VII. MEETINGS- Revised 01/27/2022

- A. The Council shall meet a minimum of four times a year at Susan B. English School during the timeschool is in sessions and as necessary when school is not in session.
- B. Meeting times and dates will be decided prior to the conclusion of the previous meeting in consideration of the varying work schedules of the Council members.
- C. Special meetings may be called by the Chair or any other three (3) members upon 72 hours' notice to the other members.
- D. In points of question, the proceedings shall be governed by Roberts Rules of Order. Decisions, unless otherwise specified, shall be made by majority vote.
- E. The secretary shall maintain minutes of all Council meetings. The minutes shall be sent to the superintendent of the Kenai Peninsula Borough School District.
- F. At the conclusion of each school year, the Council shall prepare a report of goals and objectives accomplished for that year. Such reports shall be maintained in the Council files.
- G. Files shall be maintained at Susan B. English School in the office of the principal. These files will be available to all members of the Council, parents and other constituents. Files will be kept on file for a period of five (5) years.
- H. All meetings of Susan B. English School Site Based Decision Making Council shall be held in open session and be accessible to the public.
- I. A quorum shall consist of no less than two-thirds of the members of the Council.
- J. Agenda:
  - 1. Submission of agenda items: suggested agenda items needing action must be submitted to the council at least seven (7) working days prior to regularly scheduled meetings.
  - 2. Agenda: the secretary shall notify the public two (2) working days prior regarding time, place and tentative agenda of the scheduled Council meeting.
  - 3. Limitation: action shall not be taken on items not included on the official action item agenda. Items not submitted under the seven (7) day deadline

may be added to the action agenda by a two-thirds affirmative vote of the Council body.

#### VIII. COMMITTEES

The Council may appoint committees to assist them in carrying out their responsibilities. Committees are to be advisory to the Council on matters such as finance, public relations, programs, etc.

#### IX. BYLAWS AMENDMENTS - *Revised 10/29/02*

The Council shall have the authority to make, alter or repeal the bylaws of this organization by a two-thirds vote of all the members of the Council at any regular or special meeting of the Council, provided that notice of intention to make, amend, alter or repeal the Bylaws shall have been given thirty (30) days prior to such meetings.

#### X. LIABILITY

Nothing herein shall constitute members of the Council as partners for any purpose. No member, officer, agent, or employee shall be liable for the acts or failure to act on the part of any Council member, member, officer, agent, or employee, nor shall any director, member, officer, agent, or employee, not shall any director, member, officer, agent or employee be liable for his/her acts or failure to act under the bylaws, or otherwise.

#### XI. NON-DISCRIMINATION POLICY - *Revised: 10/29/02, Approved 2003*

It shall be a policy of this Council that membership on the Council may be extended to anyone, subject to District approved qualifications, without regard to race, handicaps, age, sex, marital status, economic status, religious or political affiliation.

**Kenai Peninsula Borough School District  
Site Council/PAC/APC/ Governance Year End Report**

School Year:	School:
Goal(s):	
District Goal(s) that was supported: Be clear on how it was supported and how students benefited.	
Communication: How was the community informed of goal(s), meetings and updated on progress?	
What actions were taken to achieve the goal(s)?	
What measures were used to determine that goal(s) were reached?	

**Summary of Meetings**

Date	Major topics discussed	Major actions or decisions	Prior actions or decisions reviewed: what evidence was used to determine the impact of the actions?

What data gives evidence to progress of meeting goal(s)?

What other significant actions were taken to support District goal(s) during the year?

## Kenai Peninsula Borough School District Site Council/PAC/Governance Yearend Report

School Year: 2021-2022	School: Susan B. English School
Goal(s): Open-up school for public activities, after activities were suspended during 2020-21 from Covid.	
District Goal(s) that was supported: Be clear on how it was supported and how students benefited. The goal supported, * Students will be given opportunities to develop healthy lifestyles and make healthy choices. * Students will be provided instructional opportunities in partnership with parents and community that extend growth, exploration and learning beyond the classroom.	
Communication: How was the community informed of goal(s), meetings and updated on progress? Parent Advisory Committee meetings and posted agendas to the website	
What actions were taken to achieve the goal(s)? Input from the PAC was received about importance of the school being a community hub.	
What measures were used to determine that goal(s) were reached? Reports were given to the PAC about progress in opening pool, open gym, building a middle school basketball program, building a wrestling team, opening the shop for a community ceramics program, and need for parents and community members to volunteer.	

### Summary of Meetings

Date	Major topics discussed	Major actions or decisions	Prior actions or decisions reviewed: what evidence was used to determine the impact of the actions?
9/30/2021	Title I Funding, Family Engagement, Elections, Role of PAC in determining student achievement goals, Sea Otter Community Center's plan to use the shop to create a ceramics program for students and community members, Swimming pool re-opens with 22-25 swim lessons booked per week, school is in need of substitutes for all positions	Advertise letters of interest for PAC officer roles, Strategy to hold elections, Wait until after elections to consider ammending PAC Bylaw: Two officers moved to strike the "duty of the council to set student achievement goals with yearly performance targets" since these goals are already set by the district.	PAC Bylaws
11/18/2021	Title I School Wide Plan vs. Targeted Assistance, Recruitment for Food Service Position to open up the kitchen, Workforce Development, New officers, PAC Bylaw ammended, Importance of school being a community hub, student government	No motion on Title I School Wide vs. Target Assistance, but PAC acknowledged the value in preparing for School Wide; Elections results announced and new officers appointed; 30 day hold on ammending PAC Bylaw; parent volunteers to get started on organizing student government for FY23	Title I Documents, PAC Bylaws, District goals, Workforce Development website

1/27/2022	Covid Mitigation, Title I tutor & Kitchen Manager hired (lunch program begins), Need for volunteers and coaches to grow co-curricular activities, more Open Gym during Early Release	Motion approved to strike PAC Bylaw about PAC's duty to set academic standards, since academic standards are already set by district. PAC acknowledges value of open gym and development of co-curricular activities being supported by parents.	PAC Bylaws
3/31/2022	Covid Mitigation, Title I update, FY23 Budget, Booster Club Recruitment & Support, End of Year support for Graduation and School Picnic	PAC expresses excitement about this year's progress toward opening the school to public and co-curricular activities, and strongly pushes for more community involvement for FY23.	No decisions made during this meeting, except willingness to volunteer.

What data gives evidence to progress of meeting goal(s)?
What other significant actions were taken to support District goal(s) during the year?