

**EAST UPPER School Governance Council Meetings  
SY 25-26 Rolling Agenda**

**Important Governance Council Documents**

	<a href="#">25-26 School Events Spreadsheet</a>	

**Meeting Date: Thursday, 8/21/25 3:40-5:00**

**Attendance:**

Present: Dufie Kankam, Rosemary Wilson, Lynn Girven,  
Kristine Price, Erica Sandsan  
([ericasandsan@yahoo.com](mailto:ericasandsan@yahoo.com)), Rebecca Cody, Jodi Cook

**Meeting Roles:**

**Chairperson: Akua Kankam**  
**Note Taker: Kristine Price**  
**Time Keeper:**

**Agenda Items:**

**Rolling Agenda Items:**

Please submit proposals for PL to Governance Council at least one month before you intend to begin. This gives us time to approve it and get it uploaded to True North Logic for staff to register.

**NEW Agenda Items:**

- Staffing Updates
- Shared calendar process
- '25-'26 GC meeting dates
- Principal meeting dates
- Wednesday PL dates
- PTC dates- Oct 23rd
- Half Days- input on structure for the day?
- Town Hall dates - 9/10
- Adoption of special events/half day schedule
- Electronics policy reviewed
- Upcoming events -August graduation, Back to School BBQ, Open House-9/18
- New members?

## Follow-Up Needed: 1/2 days input on structure

Item	Notes
Staffing Update	<p>Looking pretty good at this point. Still looking to fill five positions. We have hired a new ELA teacher for one vacancy, but the person may not start the year with us due to the need to give notice at her previous job. We have a vacancy in World Language for Spanish. We also have 2 SSO vacancies. We are also short one TA and a PARA.</p> <p>Mary Gilbert is returning after retirement(welcome back!) and Sarah Lowry will be working to streamline all of our interventions for scholars for grades 9-12 as our Intervention Specialists for this school year. They will work with the CAST team, support teachers, Admin team and content area teachers to make sure we are utilizing resources to help our students academically. A more detailed description of how this work will move forward will be shared sometime next week.</p> <p>Bob Beauchamp (welcome back!) is returning after retirement as a SPED teacher.</p>
Shared calendar process	<p>LS and US have not had one, consistent and collaborative calendar over the past few years. We must improve this process because we are in one building. US and LS staff met today and looked at the variety of calendars that currently exist. LS will now move forward by using the Building Request form as US has been doing. It is essential that everyone understand that this is a <b>request form and it must be approved before the event can be added to the calendar</b>. This approval will come to the person who submitted the request via email. This form allows custodial, audio and video set up, and permits and insurance issues all to be addressed before approval is granted. This same group is discussing how all stakeholders inside and outside can see upcoming events across the school year without the document being overwhelming. Another consideration is that we must consider how East will have preference over outside organizations who wish to use our facilities.</p>

<b><u>GC '25-'26 meeting dates</u></b>	Thursdays 3:40-4:40: 9/25, 10/16, 11/6, 12/4, 1/8, 1/29, 2/26, 3/19, 4/9, 4/30, 5/21, 6/11
<b><u>Principal meeting dates</u></b>	Wednesdays 3:40-4:25 (last 15 min RTA time) 9/10, 10/1, 11/5, 12/3, 1/7, 2/4, 3/4, 4/8, 5/6 and 6/3
<b><u>Wednesday PL dates</u></b>	Wednesdays 3:40 to 4:30 (no RTA time) 9/24, 10/15, 11/19, 12/17, 1/21?, 2/25, 3/18, 4/22, 5/20
<b><u>Town Hall dates:</u></b>	<p><b>Wednesday, 9/10 ALL grades town hall during 2nd and 3rd block (30 min per grade level)</b></p> <ul style="list-style-type: none"> <li>• <u>Freshman:</u> during FG 10/22, Nov TBD, Dec TBD, 1/28, 2/25, 3/25, 4/29, 5/27</li> <li>• <u>Sophomores:</u> during FG 10/15, 11/19, 12/17, Jan TBD, Feb TBD, 3/18, 4/22, 5/20, 6/17</li> <li>• <u>Juniors:</u> during FG 10/8, 11/12, 12/10, 1/14, 2/11, 3/11, 4/15, 5/13 and 6/10</li> <li>• <u>Seniors:</u> during FG 10/1, 11/5, 12/3, 1/7, 2/4, 3/4, 4/8, 5/6 and 6/3</li> </ul>
<b><u>Adoption of special events/half day schedule:</u></b>	<p>Half Day Time Schedule for 2025-2026</p> <p>1st: 8:00-9:02</p> <p>2nd: 9:06-10:08</p> <p>3rd: 10:12-11:14</p> <p>4th: 11:18-12:20</p> <p>Lunch: 12:24-12:50</p> <p>5th: 12:54-1:56</p> <p>FG: 2:00-2:15 (Phones handed back after FG and before the event)</p> <p>Event: 2:19-3:25</p>

<b>Electronics Policy</b>	<p>All electronics must be turned in at scanning upon arrival. This includes cell phones, apple watches, ipads and tablets and any internet enabled devices. Early dismissal will require an official early dismissal pass. Collection and return will proceed as has been done for the past decade. Seniors will be allowed to have their phones during lunch as a privilege (either off campus or in the Senior lounge) as long as it is returned at the end of the lunch period and not intentionally abused. Students who need an internet enabled devices for medical concerns, will be allowed to keep their needed device per the Nurse and Administration. The cell phone schedule will be shared before the beginning of each marking period. All RTA members are required to either collect or return cell phones for one marking period. Please contact K. Price with special requests or considerations for scheduling.</p> <p>East 2025-2026 Update &amp; Progressive Discipline</p> <p>1st time warning and phone taken by admin until end of the day</p> <p>2nd time warning &amp; phone call home...phone taken by admin until EOD</p> <p>3rd time phone confiscated by admin and parent must pick up at EOD</p>
<b>Upcoming events:</b>	<p>-August graduation 8/27 at 5:30 in the Collaboratorium (16 potential graduates pending summer school results)</p> <p>-Back to School BBQ 8/28 from 5-7pm in front of the school</p> <p>-Mini Parent workshops will be from 4:15-5:00</p> <p>How to Sign Up for the Parent Portal</p> <p>Conversations about the Electronics Policy</p> <p>Family and Community ENgagement Committee</p> <p>Review of our Emergency Response Plans</p> <p>-Open House 9/18 5:30 - 7:00</p> <p>-Parent Teacher Conferences:</p> <ul style="list-style-type: none"> <li>• October 23rd -- Parent Teacher Conferences 5:30-7pm</li> <li>• January 15th -- Parent Teacher Conferences 5:30-7pm (Virtual for US &amp; LS)</li> </ul>

	<ul style="list-style-type: none"> <li>March 12th -- Parent Teacher Conferences 5:30-7pm (Virtual for US &amp; LS)</li> </ul>
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Items for NEXT Meeting	Parking Lot
<ul style="list-style-type: none"> <li>We need to recruit some student representatives on GC for the 2025-2026 year.</li> </ul>	<p>→ Can the two half days where we consider doing choice sessions with students on 10/31 and 2/13 be proposed and planned for in advance via proposal to Governance Council?</p>