

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

East Upper School Governance Council Rolling Agenda SY 2025- 2026

Meeting Dates:

(Add dates and bookmarks once voted on in GC)

August 21	September 25	October 16
November 6	December 4	January 8
January 29	February 26	March 19
April 9	April 30	May 21
June 11	Joint GC Mtg- TBD	

Important Governance Council Documents

Building Use Calendar	25-26 School Events Spreadsheet	

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), 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 request form and it must be approved before the event can be added to the calendar. 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>
<u>GC '25-'26 meeting dates</u>	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
<u>Principal meeting dates</u>	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
<u>Wednesday PL dates</u>	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
<u>Town Hall dates:</u>	<p>Wednesday, 9/10 ALL grades town hall during 2nd and 3rd block (30 min per grade level)</p> <ul style="list-style-type: none"> • <u>Freshman</u>: during FG 10/22, Nov TBD, Dec TBD, 1/28, 2/25, 3/25, 4/29, 5/27 • <u>Sophomores</u>: during FG 10/15, 11/19, 12/17, Jan TBD, Feb TBD, 3/18, 4/22, 5/20, 6/17 • <u>Juniors</u>: during FG 10/8, 11/12, 12/10, 1/14, 2/11, 3/11, 4/15, 5/13 and 6/10 • <u>Seniors</u>: during FG 10/1, 11/5, 12/3, 1/7, 2/4, 3/4, 4/8, 5/6 and 6/3

<p><u>Adoption of special events/half day schedule:</u></p>	<p>Special Event 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>
<p>Electronics Policy</p>	<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 & Progressive Discipline</p> <p>1st time warning and phone taken by admin until end of the day</p> <p>2nd time warning & 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>

<p>Upcoming events:</p>	<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"> • October 23rd -- Parent Teacher Conferences 5:30-7pm • January 15th -- Parent Teacher Conferences 5:30-7pm (Virtual for US & LS) • March 12th -- Parent Teacher Conferences 5:30-7pm (Virtual for US & LS)
Items for NEXT Meeting	Parking Lot
<ul style="list-style-type: none"> • We need to recruit some student representatives on GC for the 2025-2026 year. 	<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>

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

Important Governance Council Documents

Cell Phone Policy	25-26 School Events Spreadsheet	Building Use Calendar

Meeting Date: Thursday, 9/25/25 3:40-5:00

GC Meeting Dates 25/26: We will offer a MS Teams link for those who cannot meet in person.

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

Attendance: Please highlight your name if you are present.

Meeting Roles:

Present: Dufie Kankam, Rosemary Wilson, Lynn Girven, Kristine Price, Erica Sandsan (esandsan@yahoo.com), Rebecca Cody, Jodi Cook, Scott Weber, Chris Slifka, Deon Rodgers, Marsha Morales-Phillips, Jacayla Stewart, Zorah McKnight

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

Agenda Items:

1. Staffing updates
2. Shared calendar process
3. RCSD course request process
4. Club Approvals
5. 10/3 Pep Rally
6. Hispanic Heritage Month Celebration
7. Oct. 31st half day
8. Field Trips
9. SAT/PSAT day

Rolling Agenda Items:

Please submit proposals for PL to the 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.

Follow-Up Needed: 1/2 day on 10/31- need staff to submit choice offerings and need to create leads or committee to organize

Item	Notes
Staffing Update	<p>We have a few vacancies left to fill. Our new Spanish teacher, Brian Schmitt, will begin on 10/6 as CO is still processing him. We have a school counselor position open and has been posted. No one picked up the job. We still have a TA vacancy as well.</p>
Shared Calendar Process	<p>We have been working on a shared process with LS to make sure that we are all using the same calendar and forms to make sure we do not override each other. We have decided to all use the official building use forms and have the approval process go through Marsha Morales-Phillips in order for it to be added to the calendar.</p> <p>East will always have first rights to use the building and testing needs will always override any events.</p> <p>Building Use Calendar Link</p>
RCSD Course Request Process	<p>As we transition back to the district, we have to process our course requests at the same time as RCSD. (We have been doing it differently under the EPO agreement. We had been finalizing this in March.) The course request process for next year has to be done by November 7th.</p> <p>This means that new course proposals will have to be expedited for next year. Our internal deadline was 9/19/25. There were three newly proposed courses. These courses have to be in the RCSD system and populated with students for next year by November 7th. On Nov.10 the registrars will run the course requests.</p> <p>Concern was raised about 9th grade academy being short a school counselor but still having to meet the deadline.</p>
SAF Club & Activity Approvals	<p>New SAF Club and Activity Paperwork was shared via email by Marsha Morales-Phillips on 9/2/2025. There have been some new parameters added to the requirements. Even RTA awarded club stipends are now being required to follow the same SAF club guidelines. This includes School Newspaper, Literary Magazine, Yearbook, Student Government, Math League, Model UN, Chess Club. Clubs cannot begin until they are officially approved by the Governance Council.</p> <p>Current club proposals:</p> <ul style="list-style-type: none"> ● Lighthouse Team - approved to begin ● East High Culinary Club -approved to begin

- Class of 2026 -approved to begin

The deadline to submit club proposals is October 3rd. Please try to submit paperwork before the last day.

See attached documents (attached to email) that need to be completed and turned in to Marsha Morales-Phillips if you wish to run a club this year.

10/3 Fall Pep Rally

Lighthouse Team will plan the games and events for the 10/3 pep rally along with the Athletic Director and Missy Floyd. They will recruit teachers to participate and Principal Kankam will advertise this in the bulletin as well. This is being shared on our digital displays in the hallways. Students are being asked to sign up to participate during their lunch this week and next.

Special Event Time Schedule for 2025-2026

1st: 8:00-9:02

2nd: 9:06-10:08

3rd: 10:12-11:14

4th: 11:18-12:20

Lunch: 12:24-12:50

5th: 12:54-1:56

FG: 2:00-2:15 (Phones handed back after FG and before the event)

Event: 2:19-3:25

Hispanic Heritage Month Celebration

This celebration will occur on 10/24. We will need to follow the schoolwide events schedule because we are trying to make this celebration include LS students as well. In past year's this meant that the celebration time occurred in the morning before lunch. **We need to confirm this time schedule before our next meeting. We are seeking a LS Staff member to assist with supervision and coordination of the event's practices prior to the event.**

<p>October 31st Half Day</p>	<p>There are 3 choices.</p> <ul style="list-style-type: none"> • Run a regular schedule where students attend all their classes on their schedule. • Run SEL day in classroom where students would still follow their class schedule. • Run a choice session day where we begin with FG and then offer 3 choice sessions. Staff will need to volunteer to run choice sessions and staff will be required to help run two out of the three choice sessions. <p>FYI: will be having their Halloween dance that day for their students</p> <p>Student representatives favor doing choice sessions but do want to avoid having staff stressed out by wandering students who are not following their session choices. They suggested that descriptions of sessions be shared before asking students to make selections in FG. Descriptions should be very clear about what will be happening in these sessions. Questions asked about outside activities or gym activities being offered.</p>
<p>Field Trips</p>	<p>Staff taking students on field trips MUST share this information along with an anticipated list of scholar participants <u>at least 3 days in advance</u>. Then, following the field trip an email MUST be shared with all US staff showing the actual student attendance on the field trip(s). The goal of sharing this information in advance is so that teachers can provide work to students who may miss some/all of their classes because of such an opportunity. This also allows us to enter attendance accurately. Students on a field trip should be marked Absent/Excused.</p>
<p>PSAT</p>	<p>PSAT / SAT day is a modified schedule day in US on October 14th.</p> <p>Testing happens from 8:00-12:20 and then we return to 4th and 5th block after lunch. Students in 10-12 will be required to test. Staff will be assigned to proctor in the morning. 9th graders will be doing an alternate activity. Please be on the lookout for more information via email from S. Lowry and Principal Kankam.</p>
<p>PL Proposals</p>	<p>None have been submitted because there is a problem submitting and creating PL classes in Oracle.</p>

Items for NEXT Meeting	Parking Lot
<ul style="list-style-type: none">•	<p>→</p>