



College Heights Early Childhood Learning Center Advisory Council Meeting Minutes – September 2, 2026 – Virtual Meeting

Opening

CHECLC Advisory Council meeting called to order by Sarah @ 5:07PM, Wednesday, September 2, 2026.

Present

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☐	Chris Allen	☒	Kelly Dugan	☒	Sara Garland (Principal)
☐	Candace Jones Boynton	☐	Erynn Mathews Davis (Instructional Coach)	☒	Samantha McMahan (Secretary; Community Member)
☒	Maggie Reis	☐	Mercy Udoji	☒	Garrett Womble (Council Chair)

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1. Welcome (Sarah)

Sarah welcomed new and returning members to the Advisory Council.

2. Introductions (Sarah)

Sarah asked those present to make brief introductions.

3. School Improvement Plan (SIP) (Sarah)

Sarah explained how the SIP is put together, that planning for the new school year SIP generally start the spring prior. For this year's SIP, there are 2 main data-based goals. Erynn and Sarah meet with the Instructional Leadership Team to discuss/finalize the plan. Meetings take place throughout the school year.

Smart goal #1: 85% of Pre-K students will score at or above the STAR Early Literacy Readiness benchmark 707 by school year end. 85% was decided as the goal given the diverse educational levels of children at CHECLC. The Action Steps are the key drivers in reaching the goal and are constantly monitored/reviewed/ updated.

Smart goal #2: By May 2027, 100% of the Pre-K Professional Learning Community (PLC) team members will consistently implement the entire Data-Driven Instructional Cycle, as measured by 100% weekly completion of the revised PLC agenda. The goal specifies Pre-K because there is more specific data at that classroom level which can be gathered versus with other age group classes. However, this goal has been set for ALL classroom levels. The initial 30-day timeline has already started.

4. Pre-K Focus Group (Garrett)

Garrett reported on the formation and function of this recently created CSD District group. Given the issues that arose last year surrounding the 2 main controversial District plans for school closure and for building a new Early Childhood Learning Center, the District recognized that the Community felt CSD's lack of transparency was a key factor negatively impacting these 2 important projects. As a result, CSD has engaged an outside Consultant service (Convoca), and created a Focus Group comprised of Assistant Superintendent, Jennifer Burton, the Consultant reps, and CSD parents. This pilot program has been set up to provide community engagement and drive transparency for CSD. CSD also wants to create a separate and similar group consisting of staff/teachers for their feedback. Garrett further explained that the parent focus group assisted with the development of the current CSD Pre-K Feedback Survey. Specifically, the main question being asked at this time is:

"What are the underlying priorities and needs regarding access for Pre-K families in Decatur, and how can we help make decisions around Pre-K location that respond to those needs?" (per the CSD/Convoca website).

Garrett explained that CSD is still investigating whether moving Pre-K to the Lower Elementary Schools is a viable option. The group has met twice already and plans to meet every 2 weeks. The survey is the first step in gathering community feedback. Convoca will gather the feedback and the plan is for the Focus Group to work with Convoca to review the feedback. Then Convoca will put recommendations together for the CSD Board meeting in December.

AC members discussed reactions to the possible plans. Sarah shared that CHECLC cannot add more Pre-K spots at this time. However, moving Pre-K to the Lower Elementary Schools would break up the existing strong level of support that the Pre-K staff currently have at the CHECLC location.

It was decided to get the word out amongst Room Parents and in the newsletter encouraging everyone to complete the survey. Honest feedback on this topic is vital!

5. Parent Handbook Guidance to be Added Regarding Sharing Photos on Social Media (Sarah)

Sarah shared 2 options of proposed language to add to the parent handbook surrounding the topic of telling parents not to share photos that depict children not their own on any social media. This has happened in the past and caused upset to other parents. With that in mind, members were split on the 2 options (one more general/brief, the other with more detail).

❖ **Action Item: Sarah to further discuss with AC members via email.**

6. Nutrition Meeting (Garrett)

a. Where did we land?

b. Current Parent Concerns: Lack of nutritional breakfast and snack options for 0-1

Garrett provided a summary for the members of the steps that had been taken thus far, where we reached, and proposed steps for moving forward. An AC contingent had taken the CHECLC parents'

questions to Jarvis Adams, Chief of Operations. He had indicated during the meeting a willingness to review the topic of nutrition, but added that implementing change at that time was difficult due to not having an acting Director of Nutrition. CHECLC also provided additional assistance to Mr. Jarvis by providing other information, such as portion size parameters by age group. Some answers to initial questions raised were provided either at that meeting or afterwards. Answers to specific questions from certain parents were shared directly with those parents. CHECLC planned to share the updates with the parent community as a summary of the nutrition topic once detailed answers to the main issues had been received. Despite follow-ups with Mr. Jarvis, no further information was received from CSD. The summary sharing was paused.

Next steps: CSD has recently appointed a new Director of Nutrition, Tiiloni Beavers. Garrett plans to follow up with Jarvis Adams, provide a summary of where we had reached on this matter and a request to move the conversation forward again following the new CSD appointment of Ms. Beavers.

❖ **Action Item: Sarah to add content on this matter to the Google drive.**

7. Priorities (Sarah)

a. Sign In and Out Process – 0-3 Families: The last year's Parent Survey presented feedback that some parents felt the current sticker system wasn't the most environmentally friendly option for parents visiting the school. Sarah shared that Staff like the stickers from a security standpoint noting that it is quick/easy to immediately tell by seeing the sticker who has/has not signed in at the front desk. Last year we mentioned a signing in kiosk, but logistically this may be super difficult as it would require all 0-3 parents using the kiosk prior to building entry which would create major queues. We had also mentioned the option of tablets/iPads, similar to the parent signing in to pick up children at after care for the Animal Crackers and Whiz Kids programs. Sarah will be reaching out to IT, but this is a topic the AC will need to further discuss at the next meeting and come up with viable ideas. AC member asked that if we consider some kind of electronic option if we could also think about a healthier touch-free option.

❖ **Action Item: Sarah to add content on this matter to the Google drive.**

b. Opportunities to Advocate for Pre-K Remaining at College Heights: Sarah reminded members that PLCs, the Instructional Coach and Community Circle would likely fall away if Pre-K is removed from College Heights. Members agreed to discuss this in the community and again advocate for Pre-K Feedback Survey completion.

8. Determine Standing Day and Time

We agreed upon meeting monthly on the 2nd Monday, 12PM – 1PM.

Sarah will communicate that with the rest of the AC and send out the next meeting invite.

❖ **Action Item: Sarah to communicate the next meeting date/time.**

❖ **Action Item: Sarah to communicate to AC regarding SCLT member.**

Adjournment

The meeting was adjourned at 6:08PM.

Next Meeting:

Monday, October 12 @ 12PM

Subsequent Meetings:

Monday, November 9 @ 12PM

Monday, December 14 @ 12PM

Monday, January 11 @ 12PM

Monday, February 8 @ 12PM

Monday, March 8 @ 12PM

Monday, April 12 @ 12PM

Monday, May 10 @ 12PM

Minutes submitted by Samantha McMahan