



MEETING MINUTES

Lake Windward Governance Council

Date | time 09/28/2018 | 7:00am | *Location* PLC Room

SGC Member Attendance

Julie Morris, Principal	✓	Richard McNeal, Parent	
Bethany Chapple, Teacher	✓	Sarah Bixby, Parent	✓
Anne Pugh, Teacher	✓	Rebecca Hall, Parent	
Cindy Bailey, Appointed Staff	✓	Susie Orr, Community Member	✓
Heather Farrar, Appointed Staff	✓	Christine Korbesmeyer, Community Member	✓

SGC Committees

Outreach and Communication	Budget and Finance	Principal Selection
Bethany Chapple, Committee Chair	Cindy Bailey, Committee Chair	Bethany Chapple, Chair
Julie Morris, Principal	Julie Morris, Principal	Cindy Bailey
Anne Pugh	Susie Orr	Anne Pugh
	Richard McNeal	Susie Orr
	Heather Farrar	

Agenda Items

1. Action Item: Call to Order
2. Action Item: Approve Agenda
3. Action Item: Approve August Meeting Minutes
4. Discussion Item: Review Meeting Norms
5. Action Item: Finalize Council Committees
6. Information Item: Principal's Update
7. Information Item: Summer Conference Update
8. Discussion Item: Budget Update/Review
9. Discussion Item: Review Strategic Plan
 - A. Projected Timeline
10. Discussion Item: Cross – Council Debrief
 - A. Council Score Card
11. Informational Item: Officer Training

- 12. Discussion Item: Parent and Community Superintendent Council
- 13. Discussion Item: Set Next Meeting Agenda
- 14. Action Item: Meeting Adjournment

Meeting Minutes

Action Items				
Motion	Time	By Whom	Second By	Voting Results
Meeting called to order at	7:10A	Bethany	Suzie	Unanimously
Motion to approve agenda	7:10 A	Bethany	Suzie	Unanimously
Motion to approve 9-28-18 meeting minutes	7:11 A	Bethany	Cindy	Unanimously
Motion to finalize Council Committees	7:15 A	Bethany	Cindy	Unanimously
Meeting adjourned at	8:26 A	Bethany	Cindy	Unanimously

- 1. Action Item: Approve Agenda
 - o Approved
- 2. Action Item: Approve 9-28-2018 Meeting Minutes
 - o Approved
- 3. Discussion Item: Review meeting norms.
 - o Bethany reviewed the norms.
 - o All in agreement.
- 4. Action Item: Finalize Council committees:
 - o Bethany reviewed the council committees and asked Chris and Sarah which committee they'd like to be on going forward. Sarah and Chris chose the Outreach and Communication Committee.
 - o Bethany motioned. Cindy seconded.
 - o All approved.
- 5. Information Item: Principal update
 - o Julie spoke about the budget and how she has communicated these details in the recent school newsletters to our community and staff. There was \$30K budgeted to support ELL and LWE used these funds to make a PT teacher a FT last year. After the 10 day count, the FTE numbers didn't support this funding any longer. The \$30K initially was removed which caused financial concern for the school year budget. After speaking with higher-ups, Julie has \$20K back, but we are still \$10K short for the general budget. Julie is being more transparent about asking for financial support from the community

(book fair, etc) which has never been the situation at LWE. The school will be fine financially to operate, but there will be NO extras at this time. The PTO is aware of the school's financial situation, as well. The PTO will have a Bingo and Baskets night instead of Super Saturday as the fundraiser in February. Julie is considering doing a spring fundraiser for the first time. If we do this, LWE has full discretion on how the money spent...teacher, media center, etc. Julie re-capped the financials about the where the money for our 4th grade position came from, how it was spent, and why. Please see 8-31-18 minutes.

6. Information Item: Summer Conference Update

- Anne discussed the summer conference SGC meeting and reviewed how the conference was set up and attended by those who chose to go. Anne shared information about how the county can support schools in terms of business partners and how a good fit is important. Anne asked how our school could find business partners to support us with relationships and finances. Julie commented that in the past we focused on business partners who would come in for activities like the STEM lab (Kimberly Clark as an example) and other activities to build real-life connections for our students, but now we may need address all sides of partnerships.

7. Discussion Item: Budget Update/Review

- Julie already covered this topic in the Principal Update (see 5).

8. Discussion Item: Review strategic plan

- Bethany asked the SGC members to review the strategic plan and were asked to pick 2 areas from plan to focus on. Cindy stated LWE University and Public Relations. Anne agreed. Sarah stated LWE University. All other members agreed with LWE University and Public Relations. Bethany reviewed "The Four As" ..assumptions, agree, argue, aspire. We agreed with the two areas of LWEU and PR. Bethany stated that our student achievement is set along with people and culture (items on strategic plan).
- Bethany asked how can we get this going for LWEU and PR? Timeline? 5 years.
- Bethany shared a power point with the details on LWEU and PR citing critical actions, evidence of progress, and outcomes. Cindy suggested a survey asking parents what they want specifically...continuous achievement, BAS, etc? Heather asked is LWEU focused on the academic child or whole child? Julie stated the council needs to figure that part out. Sarah stated that parents don't know what they don't know...tutorial on Symbaloo, questions on BAS, Launchpad, health/wellness, Edmodo? Julie and Cindy suggested asking parents what they'd like to learn about in regards to children at this stage in life...anxiety, managing screen time, children being overbooked, pushed too far academically, how to balance technology for school and social media? Bethany asked where this information would be best placed...emails, website? Julie suggested some seminars. Bethany suggested tech tips. Sarah suggested one stop shopping with each family having an account. Heather suggested giving information at curriculum night about LWEU. Julie suggested a parent tab on the website having LWEU information there. The council agreed to start with what we think and then go forward with parent input. Bethany suggested a timeline for the website of spring and by curriculum night

next fall having it how we want it. The council will ask leadership for ideas and input. The council will ask Suresh or Hannah how we can let parents ask questions or make suggestions of what else we can add to LWEU...ongoing element. Sarah suggested starting earlier by the teachers asking parents via email and sharing with the council. Julie gave an example of sharing TAG info, continuous achievement info, ITBS info, etc on the LWEU tab. The council stated to continuously communicate where to find this info in newsletter. Suzie stated the importance of curriculum night again. Anne stated the importance of grade levels in setting the standard of always going to same tab and re-training parents. Anne suggested asking Sabrina about what we can help the whole child. Julie and Heather discussed MS issues with social media and legal consequences. Sarah shared a story about lack of communication skills for people interviewing for jobs due to technology use. Heather asked how we can get our families on board for balance and set the standard for the local middle schools and high schools to follow. Korb suggested stating , "This is how we do it at Lake Windward." Bethany wrapped it up the topic. Bethany asked the council to gather ideas and bring it to the next meeting.

- PR goals...create a committee. Julie wonders about media and local newspapers. How can we find a person/group to communicate with local media. Julie suggested Susan Brandon as medi. Bethany stated this would give teachers a specific person to share their stories with in order to get our stories out to the public. Bethany asked about social media. How do we reach the community outside the school? The council asked how to share our banners with the local community and not just our families? The council decided to put the banners by the school sign on Jones Bridge Road. Bethany suggested using a younger person and not necessarily a parent to set us up using technology and social media. Julie suggested Erin Stolle from Macaroni Kid as a PR resource. The council decided to contact Susan Brandon and a committee together to move ahead. Julie stated she would talk to Susan in order to find out how to form the committee. Julie left for another meeting at 8:17 a.m.

9. Discussion Item: Cross-Council meeting debrief

- Bethany shared the take away that the council will be scored in the future. On the scorecard, LWE and the SGC are doing most things already. The council will communicate the budget, go to trainings, attend meetings, complete yearly survey, host meetings with public comment, etc. This is a way to be sure the council is effective. Freddie Benschine will keep us apprised of our score to keep us on track.

10. Informational Item: Office Training

- October 22nd 6:30-8:30 reminder

11. Discussion Item: Parent and Community Superintendent Council

- Bethany stated that this is an additional council. Bethany asked if anyone was interested.
- Sarah may want to do this.
- Bethany asked that anyone who was interested let her know.

12. Discussion Item: Set Next Meeting Agenda

- Bethany stated the council would discuss RFF days for next year, if we need more support from Freddie, and that the new calendars have not been released yet.
- Bethany asked Sarah and Chris about the best form of communication. Sarah and Chris stated through personal email.
- Next meeting could possibly be on October 19th or November 2nd, however, November 2nd is best.

13. Action Item: Meeting Adjournment

- Meeting is closed by Bethany.