



MEETING MINUTES

Lake Windward Governance Council

Date | time 01/11/2019 | 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	✓

Guest Attendance: Freddie Benschine, FCS SGC Facilitator

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
Sarah Bixby	Richard McNeal	Susie Orr
Christine Korbesmeyer	Heather Farrar	
	Rebecca Hall	

Agenda Items

1. Action Item: Approve Agenda
2. Action Item: Approve December 2018 Meeting Minutes
3. Action Item: Public Comment
4. Information Item: Principal's Update
5. Discussion Item: Committee Work
6. Discussion Item: Review Council Scorecard
7. Informational Item: Strategic Plan Update
8. Discussion Item: Strategic Planning Monitoring Tool
9. Discussion Item: Set Next Meeting Agenda
10. Action Item: Meeting Adjournment

Meeting Minutes

Action Items

Motion	Time	By Whom	Second By	Voting Results
Meeting called to order at	7:06A	Bethany Chapple	Cindy Bailey	Unanimously
Motion to approve agenda	7:06A	Bethany Chapple	Cindy Bailey	Unanimously
Motion to approve November 2018 meeting minutes	7:08A	Anne Pugh	Bethany Chapple	Unanimously
Motion to set next meeting agenda	7:56A	Bethany Chapple	Julie Morris	Unanimously
Meeting adjourned at	8:01A	Bethany Chapple	Anne Pugh	Unanimoulsy

1. Action Item: Approve Agenda
 - Approved
2. Action Item: Approve November 2018 Meeting Minutes
 - Approved
3. Public Comment
 - No one from the public to comment attended meeting
4. Informational Item: Principal's Update
 - Julie Morris stated that the upcoming budget for next school year opens on February 4th, 2019 and closes February 22nd, 2019. Budget committee will have a meeting with Julie. Committee members should do the digital training if they haven't yet. Julie discussed how the millage rates and other things out of our control are causing our district to cut 30-40 million dollars to compensate for the millage rate and other factors difference. The county had offered one way to do this: to decrease the per pupil allotment...\$177 to \$152. We are projected to have 740 students next school year. Another suggestion by the county is to carry over (usually 5% only allowed to before) more than 5% of the money "left over" from the 2018-2019 school year. The school will try to conserve as much money this year as possible. PTO will have a fundraiser—May 8th, a Boosterthon event, to help the school with the budget. Other schools have made 25-50K!!! Our school's PTO presidents have been great about listening to our needs and supporting the school. The PTO will give 100% profit from the Boosterthon directly to LWE instead of depositing the money into the PTO account. SO NICE! Another possible change from the county to help with the budget is that the flex money (called seed money before) will come to schools July 1st instead of on a random date. All in all, the school will have less money than usual. Sarah Bixby asked about millage rates since her property taxes went up. Julie Morris and Freddie Benschine explained that the school board decided that millage rates are capped at 3 percent. Due to this, the schools will have a tight budget for the next three years. Katie Reeves is a good resource to explain this situation in greater detail. Julies asked that those members on the

budget committee look for upcoming emails to tell the date of the budget committee meeting.

- Julie stated that SGC elections are coming up for the new year. The election declaration period is from February 4th through the 20th. Outreach committee will discuss how to publicize the elections and Freddie will keep us informed about which positions are open and how to run them. March 11th through the 18th are the voting dates for SGC.

5. Discussion Item: Committee Work

- Bethany asked how the SGC members like the digital training for committees in comparison to in-person trainings. All agreed the digital trainings are a good option and for those who completed them, they were easy to access and follow along. Anne Pugh mentioned that having an in-person training may be a good option for those who are new to the council. Bethany will re-send the links to the digital trainings, as well.
- Bethany shared information about more in-depth committee trainings.
- Bethany reiterated that Freddie will share information with the Outreach and Communication Committee about the upcoming elections.

6. Discussion Item: Review Council Scorecard

- Bethany stated that the use of this scorecard is to be sure that the SGC is operating the best we can. Many categories are still “tbd” b/c of where we are in the process. Other areas of the scorecard have been completed...like trainings, meetings, website (Freddie will give us a heads up the month before after he looks at our website). We need at least one more public comment and Freddie mentioned that a monitoring tool could be that our emails addresses are listed by our names on the website for SGC.

7. Discussion Items: Strategic Plan Update AND Strategic Planning Monitoring Tool

- Bethany spoke about these two items together. Bethany provided hard copies for the SGC and also had it electronically on the screen. Bethany went over initiatives for “Student Achievement” – outcomes, baseline, and evidence of progress. The results category is based on evidence of progress, not the kids’ test results.
- Initiatives for “People and Culture” is about “New Teacher Induction” and “Stellar Customer Service”. This is hard to measure this, b/c teachers leave for retirement, transfer due to spouse, etc. Fulton county has this information, and it’s a bit tricky to measure right now so “tbd” is fine for now. Julie asked if we could track new teachers only and Freddie said he’d bring this to his superiors and see how it goes. Then, the SGC would bring it to a vote, etc. We need to clear up how to measure this since the members of the committee thought that “new teacher” was literal. **Bethany will keep this on the agenda for next month.** Bethany stated that Anne McKown (CST) gives trainings and meets with new teachers. Julie Moris stated they ask new teachers for feedback at the end of the year so that the school can do better the following year.
- Stellar Customer Service: There was a survey at the end of last year, but most families didn’t fill it out. Twenty families from LWE did. Freddie stated there will be a re-timing for

- sending the survey this year. At the next meeting, the SGC will discuss the results and how to make it better. Does anyone have thoughts about what we've done so far this year? Rebecca mentioned how many new students registered this January. Cindy mentioned the many phone calls the front desk gets about our school. Julie mentioned PBIS. Heather mentioned school tours. Anne mentioned science night. Richard mentioned family balance nights. Sara suggested having local author nights as another outreach for community.
- Community collaboration: This is one of the areas we chose to work on this year. Bethany gave an update on LWE University. The website is transferring to a new "host" so we are in limbo. Next year, we will LAUNCH. This year we are adding content. Please let Bethany know about other items or topics to add to this.
 - Public relations: Bethany suggested tracking connections (science night, corporate sponsors, media connections, LWE social media pages like Instagram and Twitter). Bethany asked Freddie for input. The PR committee will work on media content for local newspapers. How many times a month? Julie has connected with local papers and shared our Blue Ribbon Award.
 - Fiscal responsibility: This to be filled in later, but Freddie suggested to add how LWE bought a teacher with our flex money.
 - Public Engagement: Keep track of public comment opportunities. Julie goes to PTO meetings with SGC updates. Bethany shared a way for people to communicate with SGC like a comment card, but in a digital format. All members loved this! This will be a link on the site.
 - Council PD: All trainings have been attended.
8. Discussion Item: Set Next Meeting Agenda
- Bethany shared that PBIS would like to share information at the next meeting. Julie suggested Thursday, Feb 14th, at 7:00 a.m. since Julie will need to present the budget for the SGC to vote on it. Julie will email the budget committee about meeting prior to that. If there need to be to the budget there will still be time to make changes and vote again by the budget deadline. The SGC will need to meet again in march.
 - Elections were discussed again. Freddie shared that Sara and Richard roll off, but can run again. Bethany rolls off, but can run again. Suzie rolls off as community member, but that's in July. Cindy rolls off as appointed member, but not till July. Julie will include this in the school newsletter along with Instagram and Twitter. Richard shared that we should talk to people personally. Julie suggested that a person considering SGC should be open minded and interested in helping the greater good of the entire school. Freddie will give us information on how to do the elections.