



# MEETING MINUTES

Cogburn Woods Governance Council  
09/19/2023 3:00 pm | In-Person Learning Commons

## SGC Member Attendance

Lisa Garosi, Principal	x	Kerry Ward, Community Member	x
Paula Bowen, Teacher	x	Anne Zalubowski, Parent	x
Kelly Caudell, Appointed Staff	x	Adrienne Sienkowski, Parent	x
Lindsay King, Teacher	x	Jen Dufore, Parent	x
Sunny Wright, Staff	x	Lauren Sanders, Community Member	

## Action Items:

Motion	By Whom	Second By	Voting Results
Motion to approve today's agenda	Paula Bowen	Lindsay King	Unanimously
Motion to approve August 2023 meeting minutes	Jen DuFore	Sunny Wright	Unanimously
Vote in community member	Kelly Caudell	Adrienne Sienkowski	Unanimously
Motion on using funds for 2.5 day counselor to become 3.0 for up to \$11,000	Anne Zalubowski	Sunny Wright	Unanimously
Motion to adjourn	Paula Bowen	Lindsay King	Unanimously

Meeting was called to order at 3:01 pm by Anne Zalubowski

Public comment- One community member in attendance, Katie Kinsey, Governance and Flexibility Facilitator

## Action Items:

Finalize council staffing including Superintendent Parent/Community Advisory Council Member, Adrienne Sienkowski is SY 23-24 superintendent parent representative.

Lisa Garosi introduced Kerry Ward, SY 23-24 new community member and budget committee representative.

## Staff Standing Committees

<b>Budget/Finance</b>	Sunny Wright	Adrienne Sienkowski	<b>Kerry Ward</b>
<b>Outreach and Communication</b>	Paula Bowen	Jen DeFore	Lauren Sanders
<b>Principal Selection</b>	Kelly Caudell	Lindsay King	Anne Zalubowski

**Discussion Item:** SGC Council Development Opportunities

**Discussion Item:** Determine SY 23-24 meeting norms.

- Monthly meetings will be the 3<sup>rd</sup> Tuesday of the month at 3:00 in the Learning Commons
- Turn off cell phones.
- Be respectful of others' opinions and our time together.
- Come prepared.
- Be on time.
- Work for the good of all students

**Informational item: Principal Update** Lisa Garosi

- Perception survey results
  - Small snapshot of council perception
  - Few people took the survey.
  - How did we work as a council?
  - Meet once a month for a short time.
- Semester Action Plans
  - Lisa Garosi will be meeting with her VPs to discuss this in further detail.
  - 3 main categories: Relationships & routines, Tier 1 Instruction, & Interventions
    - **Relationships and routines**
      - Parent engagement days
      - Parents in school for more than curriculum nights (more student driven activities)
      - 1<sup>st</sup> semester & 2<sup>nd</sup> semester offer a parent engagement activity.
      - Next year is our school's 20<sup>th</sup> anniversary, Lisa Garosi, wants to make sure we continue to make purposeful relationships and routines.
    - **Tier 1 instruction**
      - Regular education curriculum all student body receive.
    - **Interventions**
      - Students that struggle with Tier 1 instruction need more supports.
      - High dosage small group
        - .49 ParaPro to serve 3<sup>rd</sup>-5<sup>th</sup>.
- Lisa and her admin team have been meeting and are crunching student data numbers to see where interventions are needed.
- Lisa is also meeting with her zone superintendents to make sure all action plans align with the school's strategic plan.

- One main semester goal is to continue to work on improving standardized test scores for special education students & ESOL students.
- The Semester Action Plan will be reevaluated at end of each semester.

**Discussion Item:** SY 23-24 Council Initiatives

- What do we want to do as a council and how can we support the school's strategic plan financially?
  - TEAMS reading progress reporting.
    - Headphones with a microphone so kids can be heard clearly while taking the reading assessments.
    - 3<sup>rd</sup>, 4<sup>th</sup>, & 5<sup>th</sup> grade reading teachers
    - This data is used as a tier 1 assessment.

**Discussion Item:** Charter Dollar Expenditure Proposals (**\$46,390**)

A. No more funds were needed for .49 high dosage small group support. The approved \$20,000 covers the cost. The council has a total budget of \$26,390 for the remaining SY 23-24.

B. Funds for our 2.5 day counselor to become 3.0 is projected to be around \$11,765 (not prorated)

- Here are the benefits.
  - 3 full day counselor
  - Classrooms lessons would be split between both counselors.
  - More small groups opportunities for our students
  - If one counselor is pulled helping admin the other can provide individual students with counseling needs

C. AG irrigation

- This suggestion may not align with our school's strategic plan.
- This item is off the table for discussing funding currently.

D. Counselor buddy bench

- This item is missed by students.
- We want to make sure the bench will hold up over time.

E. Foodbank using garden produce for CWES families.

- SGC purchasing must follow the same guidelines as our school's cost center budget.
- This item might fall under the Value-Added Flexibility (VAF policy)
  - We are a Charter School
- Lisa Garosi will meet with Frederick Benschine, FCS Governance & Flexibility Coordinator, to discuss using funds to purchase food for our school's food bank will fall under the VAF policy

- We've missed the deadline to submit this request for SY 23-24.
- Discussion was had about getting the process started for the following SY 24-25.
- Using SGC funds are off the table for SY 23-24

F. Vision/Mission Consultant

- This expenditure could impact all stakeholders.
- Still need 3<sup>rd</sup> party consulting firm quote.
- Benefits of using 3<sup>rd</sup> party consulting firm:
  - Stakeholders will value the process.
  - Stakeholders will be more forthcoming with suggestions.
  - create a new vision/mission for the school.

**Updated Budget:**

<b>SY 23-24 Budget</b>	<b>\$46,390</b>	<b>Voted</b>
<b>High Dose Small Gorup ParaPro</b>	\$20,000	Aug. 2023
	<b>\$26,390</b>	
<b>3.0 Counselor</b>	\$11,000	Sept. 2023
	<b>\$15,390</b>	

**Discussion Item:** Draft next Meeting Agenda

- Quote for vision/mission consultant
- Survey results for headphones/ other needs (cost)
- Semester action plan
- Tech discussion for school technology needs
  - café screen beam)

Meeting adjourned 4:00 pm.

Next Meeting will be on Oct.17 at 3:00 in the Learning Commons

