



Paul D. West Middle School

Where improvement is a process, not a destination

22-23 School Governance Council

Date: 2-21-24 Time: 5:00 p.m. – 6:00 p.m. Location: TEAMS

Meeting Norms: Start and End on Time, Be Respectful of Others' Opinions, Work for the Good of All Students

*Denotes present

Membership	Parent	Parent	Parent	Teacher	Teacher	Principal Appointed	Principal Appointed	Community	Community	Non-Voting Member
Name	Mrs. Rosa Madrigal 6/30/24*	Gerald Shepherd 6/30/25	Maria Stephens 6/30/25	Norman West 6/30/24*	KaKenya William Strange 6/30/2025	Joan Gage 6/30/24*	Joseph Geib 6/30/25	Ms. Marissa Akery 6/30/24*	Jennifer Person 6/30/25	Dr. Darrell Stephens
Board Position	Member	Member	Member	Chair	Vice-Chair	Parliamentarian	Member	Member	Member	Non-Voting Member
			*	*	*	*	*		*	*

Minutes

Time	Item
5:00 pm	Procedure: Call to Order Quorum present.
5:02 pm	Action Item: Approval of Agenda Motion to approve the February agenda with changes to the order of Action items to follow Principal Updates. 1 st Gage, 2 nd Geib, All Yeah. Motion passed.
5:05 pm	Action Item: Approval of November Meeting Minutes Motion to approve the November Meeting Minutes. 1st Gage , 2 nd Geib, All Yes. Motion passed.
5:10 pm	Discussion Item: Review Meeting Norms: Dr. West reviewed the norms.
5:15 pm	Discussion Item: Election and Marketing Activity Dr. West read out information on the upcoming election declaration window, encouraging interested parties to declare their candidacy prior to deadline of March 29 th .
5:17 pm	Discussion Item: Declare candidacy Feb 5 th - March 29.

Dr. West signified the members whose term will end at close of this school year. Those members are Dr. West, Ms. Gage, Ms. Madrigal, and Ms. Ackery.

Discussion Item: Spring Cross Council Meetings-

Dr. West and Ms. Gage will attend this event and bring information back to our SGC.



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Minutes

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5:20 pm Informational Item: Principal's Update-

Dr. Stephens informed the group of the current strategic priorities. We are making good progress on these priorities. The driving force behind our funds is our student count. This year our projection will be over 800 new students. This difference will impact on our funds. This will directly impact on our staff. Our funding allocation priorities will continue with the Red Clay Writing Project. Our English and Reading teachers and literacy coach will be impacted. Lastly the Tutor Shop which supports our Mathematics will also be impacted. The federal government will reduce the amount in the student count. We will see around \$116,000 difference. 91% of our budget is dedicated to the faculty. Any questions?

Budget Context:

- Writing
- Alignment with outcomes/initiatives
- Literacy
- Allocations and Expenditures
- Instructional Support & Coaching
- Charter Dollars and Title 1 (if applicable)

Budget breakdown:



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Minutes

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	Total Amount Earned FY25, \$10,995,108
	Significant Changes from FY24 - \$470,756
	Personnel - \$10,995,107, 91.06%
	Non-Personnel - \$495,733, 8.94%
	[Strategic Priorities #1]- Red Clay Writing Project - \$60,000
	[Strategic Priorities #2]- English & Reading Teachers, and Literacy Coach - \$2,800,000.00
	[Strategic Priorities #3]-Tutor Shop - \$725,000.00
	Additional Fiscal Updates
	Total Amount Earned FY24
	Charter Dollar Expenditures- Uniforms, PBIS, Safety, and I Total Amount Earned FY24, \$548,680.00- Significant Changes from FY23, (-\$116,128) instructional supplies - \$40,000
5:25 pm	Action Item: FY25 Annual Budget Approvals
	Motion made by Ms. Stephens to approve the Annual Budget as stated by Dr. Stephens. 1 st : Maria Stephens, 2 nd Geib, All vote: approve. Motion passed.
	Action Item: Next Month's Agenda.
	No additional items were brought forth at this time.
5:30 pm	Action Item: Meeting Adjournment
	Motion to adjourn the meeting. 1 st Geib, 2 nd . Ms. Person, Vote All approve. Motion passed.



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Notes from the Governance and Flexibility Team

Parent and Teacher Elections

The window for parents and teachers to declare candidacy for their school's SGC opens next Monday, **February 5, 2024**. During this time, individuals interested in serving a 2-year term (July 1, 2024 – June 30, 2026) will need to complete a Candidate Declaration Form available on the [Charter System Website](#). The declaration window will close on **March 29, 2024**. Interested parents and teachers can click [here](#) to access requirements for candidacy. Your school should have received a physical marketing kit containing posters, handouts, and lawn signs that your team can use to promote both the declaration and voting process. If you haven't received it by Friday, please let me know. Finally, you can check how many open seats you have for elections by clicking [here](#).



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- Spring Cross Council Meetings

On **February 28th (8:30am – 10:30am @ North Learning Center)** and **March 1st (8:30am – 10:30am @ South Learning Center)** the Governance Team will host its Spring Cross Councils. These sessions will be an opportunity for you to collaborate with SGC members across the district, learn explorative problem-solving skills your council can use to drive innovation at your school, and hear updates from the Governance Team related to SGC processes in Fulton. Each council should select 1 – 2 members to attend a Cross Councils session and register those members using the [Spring 2024 Cross Council Sign-up Genius](#). We look forward to seeing all of you who are able to attend!

-FY25 Annual Budget Approvals

In February and March, all councils will work to finalize and approve their school's cost center budget for the coming school year. Council members can access our self-paced virtual Strategic Budgeting Training which provides an overview of the approval process by visiting the [Training Opportunities section of our Charter System Website](#). A [Sample Budget Sharing Template](#) is also available to support principals and councils with the budget presentation and approval process. FY25 Budget development begins on February 5th and will conclude on **February 23rd (Elementary Schools), March 1st (Middle Schools), and March 8th (High Schools)**. Please ensure your council has scheduled its February/March meeting prior to your budget closure date to ensure the council has time to discuss and approve FY25 fiscal allocations. Following the council's approval, each school should complete and submit the [FY25 Annual Budget Approval Form](#).