School: Lake Windward Elementary School

Date: 08/22/2025

Time: 7:10AM

Location: Front Office Conference Room

SGC Members: Lauren Busing, Principal | Kelly O'Connor, (Parliamentarian) Appointed Staff | Kristen McNeely, (Vice Chair) Teacher | Jan Palermo, (Chair) Appointed Staff | Christina Nickel, Teacher | Catherine Stubbs, Parent | Melissa Odell, Parent | Cassie Arnold, Parent |TBA, Community Member | Tarran Craver, Community Member

7:10AM Call to Order *(Principal)*

7:12AM Action Item: Approve Agenda *(Principal)*

7:15AM Action Item: Approve Previous Minutes from May Meeting *(Principal)*

7:20AM Discussion Item: Member Introductions *(All Members)*

7:25AM Action Item: Approve nominated Community Member *(Principal)*

7:27AM Action Item: Elect New Officers (Chair, Vice Chair, Parliamentarian) *(Principal)*

7:35AM Action Item: Staff Standing Committees (Budget and Finance, Outreach and Communication, Principal Selection) *(Chair)*

7:40AM Discussion Item: Confirm Parent/Community Member as Superintendent Advisory Council Representative *(Chair)*

7:45AM Discussion Item: Determine Meeting Schedule for SY25-26 *(All Members)*

7:50AM Discussion Item: Strategic Planning *(Principal)*

8:00AM Informational Item: Principal's Update *(Principal)*

A. Potential School Staffing Changes

B. Shifts in District Policy or School Practices

C. Calendar of Upcoming School Events

D. Training Requirements for all Members

8:10AM Discussion Item: Draft Next Meeting's Agenda *(All Members)*

8:15AM Action Item: Meeting Adjournment *(Chair)*

Meeting Norms: We will begin and end meetings on time | Everyone will be given the opportunity to speak one at a time on each topic | Stakeholder input will be shared during official school governance meetings | All members will publicly support decisions made by the council | Discussions leading to decisions will occur only during SGC meeting | Members will attend all scheduled SGC and committee meetings

Notes and Reminders

Below are some tips and additional details about the items listed on the first page of this document.

* **Setting the date, time, and location of your meeting**: It is a great idea to set your meeting schedule for the entire fall semester (if not the entire year) at your first meeting. Get this information posted at your school and on your SGC website and you will have already covered many requirements of the Open Records and Meetings Laws. It is important that SGC meetings are scheduled outside of school hours so that staff members can attend if they would like to do so. If your meetings will be held virtually, make sure to include a link so that members of the public are able to view the meeting on-line.

* **Action items**: All action items require a motion, a second and a vote (even seemingly simple things like the agenda and meeting minutes need to be voted on). Remember that principals and student members are not voting members, so even if they are designated as an owner of an action item, the voting members of the council will be responsible for motioning, seconding and voting on the item.

* **Discussion items**: These are agenda items that solicit feedback from council members. They do not require a vote.

* **Informational items**: It is common for councils to receive updates throughout the school year related to the day-to-day management of the school or district happenings. Informational items are usually meant to keep the council up to date on important topics even if they do not fall under the purview of the council. These items do not require a vote.

* **Running the first meeting**: Note that in this agenda the principal runs most of the meeting until the point at which officers are elected and the newly elected chair takes the lead. This is a great practice as there will not technically be a standing chair at the beginning of the first meeting of the year. (Note: if the previous chair is still sitting on the council, they are welcome to run the beginning of year meeting until a new chair is elected)

* **Staffing your committees**: Remember that all SGC members should be a part of at least one committee. The Budget and Finance Committee and the Communications and Outreach Committee require a Chair (any voting SGC member), the principal, three voting SGC members and can have up to three additional SGC or external members. Also, every school needs a Principal Selection Committee regardless of whether they believe that their principal position might become vacant. This committee is comprised of the SGC Chair and three additional voting SGC members.

* **Nominating a representative for the Superintendent's Parent/Community Advisory Council**: All schools are asked to select a representative to serve on the Superintendent's Parent/Community Advisory Council. This group meets monthly with the superintendent to provide feedback and receive updates on important issues affecting FCS schools and local communities. Meeting dates/times/locations will be sent out to representatives prior to the first advisory council meeting. If a representative is unable to attend a meeting, another member of the council can attend in their place.

* **Drafting your next meeting agenda**: It is a best practice to draft an agenda for your next meeting at the end of each meeting to help your council plan its upcoming work. If unforeseen events require a council to modify the agenda, the council can simply edit the agenda and vote to approve the modified agenda at the beginning of the next council meeting.

Strategic Planning (August)

As we embark on a new academic year, we are committed to empowering your council to play a pivotal role in shaping our school's future through strategic planning. To ensure your success, we will provide regular updates, resources, and support.

We understand the importance of initial organizational tasks for your council. However, we recommend you dedicate a portion of your first meeting to initiating discussions about your school's Strategic Action Plan as they will be due for submission on September 30th.

Building upon the groundwork laid by our school leadership, we recommend focusing your August meeting on the following:

- **Clarifying** the principal's vision and goals for the upcoming year.
- **Identifying** key lessons learned from the previous school year.
- **Understanding** the expectations outlined by your school's zone leader.
- **Brainstorming** specific ways your council can contribute to the development and implementation of the Strategic Action Plan.

Your insights and contributions are essential to creating an exceptional learning environment for our students. We look forward to a collaborative and productive year.

SGC Council Development Opportunities:

Reminder that all members must complete SGC Essential Training via Canvas and council officers are encouraged to attend in person Officer Training. See the Training Sessions tab of the Charter System website for more information.