MEETING MINUTES

Lake Windward Governance Council

Date | *time* 8/22/2025 | 7:10am | *Location* PLC

SGC Member Attendance

Lauren Busing, Principal	**ü**	Kelly O'Connor, Appointed Staff	**ü**
Cassie Arnold, Parent		Melissa Odell, Parent	**ü**
Tarran Craver, Community Member		Jan Palermo, Appointed Staff	**ü**
Kristen McNeely, Teacher	**ü**	Catherine Stubbs, Parent	**ü**
Christina Nickel, Teacher	**ü**	, Community Member	

Guest Attendance: Katie Lawson

7:13am	Call to Order	Lauren Busing
7:13am	Action Item: Approve Agenda	Katie Lawson
7:13am	Action Item: Approve May Meeting Minutes	Katie Lawson
7:13am	Action Item: Approve nominated Community Members	Katie Lawson
7:15am	Discussion Item: Member Introductions	Laurent Busing
7:15am	Action Item: Elect New Officers (Chair, Vice Chair, Parliamentarian)	Katie Lawson
7:19am	Action Item: Staff Standing Committees (Budget and Finance, Outreach and Communication, Principal Selection)	Katie Lawson
7:26am	Discussion Item: Confirm Parent/Community Member as Superintendent Advisory Council Representative	Katie Lawson
7:29am	Discussion Item: Determine Meeting Schedule for SY25-26	Lauren Busing
7:33am	Informational Item: Principal Update	Lauren Busing
	A. Potential School Staffing Changes	
	B. Shifts in Distrct Policy or School Practices	
	C. Calendar of Upcoming School Events	
	D. Training Requirement for all Members	
7:45am	Discussion Item: Draft Next Meeting's Agenda	Lauren Busing
7:52am	Action Item: Meeting Adjournment	Jan Palermo

Meeting Minutes

7:13

Call to Order

Katie called the meeting to order.

Action Item: Approve Agenda

- Motion to approve the agenda: Christina
- Seconded by: Kristen
- Vote: All in favor

Action Item: Approve May Meeting Minutes

- Motion to approve May minutes: Kelly
- Seconded by: Kristen
- Vote: All in favor

7:15

Discussion Item: Member Introductions

All SGC members introduced themselves and the role in which they serve (e.g., teacher, parent, community member, appointed staff).

7:15

Action Item: Elect New Officers

Roles Explained:

- **Chair** – Runs meetings and works with the principal to help set the agenda
- **Vice Chair** – Fills in for the Chair if absent
- **Parliamentarian** – Takes notes

Elected Officers:

- Chair: Jan Palermo
- Vice Chair: Melissa Odell
- Parliamentarian: Kelly O'Connor
- Motion to elect new officers: Kristen
- Seconded by: Christina
- Vote: All in favor
- No one opposed

7:19

Action Item: Staff Standing Committees

Budget and Finance Committee:

Kelly O'Connor, Christina Nickel, Melissa Odell, Tarran Craver

Outreach and Communication Committee:

Jan Palermo, Kristen McNeely, Catherine Stubbs, Cassie Arnold

Principal Selection Committee:

Jan Palermo, Christina Nickel, Catherine Stubbs, Kelly O'Connor

- Motion to approve committees: Christina
- Seconded by: Catherine
- Vote: All in favor
- No one opposed

7:26

Discussion Item: Confirm Parent/Community Member for Superintendent Advisory Council

Catherine Stubbs will serve as our representative. A community member was unable to commit, but we expect to have one by next month.

Discussion Item: Determine Meeting Schedule for SY25–26

- September 19, 2025 – 7:10 AM
- October 30, 2025 – 7:10 AM
- November 14, 2025 – 7:10 AM

7:33

Informational Item: Principal's Update

A. Strategic Plan Metrics

The district introduced new metrics last year. Our strategic plan was finalized later in the year and will remain the same this year, with slight changes to targets. One new target is graduation rate, to support feeder school connectivity.

B. Potential School Staffing Changes

SEAT count numbers were presented Wednesday. Due to questions about budget and operations, the meeting was tabled for further information.

We are currently about 30 students over projection, which is positive. Staffing updates will be available next month.

C. Shifts in District Policy or School Practices

- Starting after Labor Day, parents may eat lunch with their children on Mondays and Fridays.
- Updates include school painting and signage.

D. Calendar of Upcoming School Events

- LWE Calendar of Events has been created for the year.
- Back-to-School Bash is tonight, sponsored by PTO.
- Curriculum Night is next week.

E. Training Requirements for New Members

All new members must complete required training via Canvas. This is a refresher course for SGC members.

7:45

Discussion Item: Draft Next Meeting's Agenda

- Strategic Plan
- Budget
- Review Meeting Dates
- Community Member Update

7:52

Action Item: Meeting Adjournment

- Motion to adjourn: Kristen
- Seconded by: Catherine
- Vote: All in favor
- No one opposed

Meeting adjourned at 7:52 AM