MEETING MINUTES

Lake Windward Governance Council

Date | *time* 9/19/2025 | 7:10am | *Location* PLC

SGC Member Attendance

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

Guest Attendance:

7:12am	Call to Order	Jan Palermo
7:13am	Action Item: Approve Agenda	Jan Palermo
7:13am	Action Item: Approve August Meeting Minutes	Jan Palermo
7:14am	Action Item: Approve nominated Community Member	Jan Palermo
7:15am	Discussion Item: Finalize Council Staffing	Jan Palermo
7:16am	Discussion Item: Confirm Parent/Community Member as Superintendent Advisory Council Representative	Jan Palermo
7:20am	Discussion Item: Review SGC Website for Compliance	Jan Palermo
7:42am	Action Item: Approve Strategic Planning	Lauren Busing
7:46am	Informational Item: Principal Update	Lauren Busing
	A. Potential School Staffing Changes	
	B. Calendar of Upcoming School Events	
7:57	Discussion Item: Charter Dollar Expenditures	Lauren Busing
8:08am	Discussion Item: Draft Next Meeting's Agenda	Lauren Busing
8:10am	Action Item: Meeting Adjournment	Jan Palermo

Meeting Minutes

7:12
Call to Order
Jan Palermo called the meeting to order.

7:13
Action Item: Approve Agenda

- **Motion to approve the agenda:** Christina Nickel
- **Seconded by:** Catherine Stubbs
- **Vote:** All in favor

7:13
Action Item: Approve August Meeting Minutes

- **Motion to approve August minutes:** Tarran Craver
- **Seconded by:** Kristen McNeely
- **Vote:** All in favor

7:13

Action Item: Approve Nominated Community Member

- **Nominated Community Member:** Kendall Tatum
- **Motion to approve:** Jan Palermo
- **Seconded by:** Kristen McNeely
- **Vote:** All in favor

7:14

Discussion Item: Finalize Council Staffing

Kendall Tatum will join the Communication and Outreach Committee.

7:16

Discussion Item: SGC Council Development Opportunities

- **In-Person Officer Training:** September 24 at NLC
- **Cross-Council Meeting:** October 3 at NLC, 9:00 AM–12:00 PM
    - Melissa Odell will attend the Officer Training.
    - Catherine Stubbs will attend the Cross-Council Meeting.
    - Cross-Council is a collaborative meeting where members from different SGCs share best practices.

7:20

Discussion Item: Review SGC Website for Compliance

- Meeting dates must be posted at least one week in advance.
- Reviewed each section of the website.
- **Edits needed:**
    - Update Tarran Craver's SGC end date
    - Correct Christina Nickel's email address

7:23

Action Item: Approve Strategic Planning

Review of 2024–2025 SGC Performance Goal Summary:

- **Enhance Performance for All Students:**
    - Goal: Increase % of students scoring proficient/distinguished on GMAS ELA
    - Target: 83% | Actual: 81.1%
- **Prioritize Safety and Operational Efficiency:**
    - Goal: Decrease office referrals
    - Target: 40 | Actual: 40
- **Ensure Impactful Programming:**
    - Goal: Increase % of students in advanced/accelerated math
    - Target: 34% | Actual: 37%
- **Strengthen Workforce Engagement:**
    - Goal: Increase employee retention rate
    - Target: 82% | Actual: 96%
- **Utilize Fiscal Resources Effectively:**
    - Goal: 100% charter dollar expenditures
    - Target: 100% | Actual: 100%
- **Deepen Community Connections:**

- Goal: Increase % of parents/guardians who would recommend the school
- Target: 85% | Actual: 78%
- Note: Although this appears to be a decline, the 78% aligns with the 2021–2023 school years.

Additional Notes:

- No changes required to the strategic action plan due to new metrics introduced last year.
- Dr. Looney requests alignment with district targets:
  - **Graduation Rate:** District Goal 95% | SY24–25: 97.10%
  - **Reading at/Above Grade Level:** District Goal 80% | SY24–25: 94.40%
  - **Overall Milestones Proficiency:** District Goal 80% | SY24–25: 84.30%

We are proud to be among the few schools already meeting these district targets.

SY25–26 Strategic Plan Goals:

- Goals remain the same as last year.
- Target: Typical growth of 1–3%
- Shared high-level actions and justifications for each goal.

7:42

Action Item: Approve Strategic Planning

- **Motion to approve SY25–26 Strategic Plan:** Jan Palermo
- **Seconded by:** Kristen McNeely
- **Vote:** All in favor

7:46

Informational Item: Principal's Update

A. Potential School Staffing Changes

- The district has been under a hiring freeze.
- A 3rd-grade teacher, Maria Riker, is in the final stages of onboarding. Her start date is September 29.
- A new Kindergarten classroom has been earned; hiring is in progress.

B. Calendar of Upcoming School Events

- Upcoming events: International Night and Walk/Roll to School
- 5th Grade Fundraiser: Selling Chick-fil-A biscuits during Walk/Roll to School
  - Students will eat biscuits in the cafeteria.

7:57

Discussion Item: Charter Expenditure Proposals

All expenditures must be approved by FCS. Proposed purchases:

- **PebbleGo:** $2,399
  - Research tool for K–2 students; includes read-aloud feature
  - Includes PebbleGo Next
- **Generation Genius:** $1,295
  - Science and math resource
- **Smore:** $1,050
  - Newsletter platform for staff and community engagement
- **PBIS Incentives:** $3,000
  - Incentives and signage for PBIS team

Additional Note:

- Tatum offered a donation in partnership with their Karate dojo.
- Will coordinate with PTO President to initiate the process.

8:07

Action Item: Approve Charter Dollar Expenditures

- **Motion to approve:** Jan Palermo
- **Seconded by:** Kristen McNeely
- **Vote:** All in favor

8:08

Discussion Item: Next Meetings

- October 30 meeting rescheduled due to Legacy Awards (TOTY & SPOTY celebration)
- **New meeting date:** October 29

8:10

Action Item: Meeting Adjournment

- **Motion to adjourn:** Cassie Arnold
- **Seconded by:** Christina Nickel
- **Vote:** All in favor
- **Meeting adjourned at:** 8:10 AM