

**School Governance Team
Minutes/End-of-Year Report Template**

School: A.L. Burruss	Year: 2016-2017
Member Name	Affiliation
Julie King	Principal
Barbie Esquijarosa	Teacher (elected)
Katie Gaudette	Teacher (elected)
Kourtney Clark	Certified Staff (appointed)
Amy Barnes	Parent/Guardian (elected)
Kayce Grogan-Wallace	Parent/Guardian (elected)
Carla Brooks	Community Member (appointed)

MEETING MINUTES

Date: August 11, 2016	Quorum: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Members Present: Julie King Barbie Esquijarosa Katie Gaudette Kourtney Clark Amy Barnes Kayce Grogan-Wallace Carla Brooks	

Agenda Items:

1. Public Comment
2. Elect SGT Secretary and Co-Chair
3. Principal-Appointed Faculty Member
4. Title I Budget
5. Enhanced Role Positions
6. IB Update Including Consultant Findings
7. School Improvement Plan
8. Announcements

Actions:

1. There was no public comment.
2. SGT voted to approve the principal appointment of Kourtney Clark as the appointed staff representative to SGT.
3. SGT elected Kayce Wallace as SGT Secretary and elected Carla Brooks as SGT Co-Chair.
4. SGT discussed the Title I budget and that the current 2016-2017 allocation is committed to funding the schools .5 School Improvement Specialist.
5. SGT reviewed the guidelines for Enhanced Role Positions funded by the school district. SGT reviewed the proposed job description for the enhanced role position of International Baccalaureate Primary Years Program Facilitator and determined changes to be made in the job description. SGT voted unanimously to approve the revised job description.
6. SGT reviewed notes from the May 2016 IB Consultant visit. SGT reviewed the revised master schedule and considerations for framing classroom schedules.

7. SGT reviewed school demographic data and cited strengths, challenges, and implications for the School Improvement Plan.
8. Julie King asked that all SGT members who have not already done so complete the Compliance Director SGT training modules. SGT proposed the following items for the September 8, 2:40 SGT meeting: School Improvement Plan, Enhanced Role Proposal Form, 2016 Milestones and MAP Data, Consider SGT Actions to Improve Student Achievement.

Comments: none

Recommendation to BOE: none

Date: September 8, 2016		Quorum: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Members Present: Barbie Esquijarosa Clark	Amy Barnes Kayce Grogan-Wallace	Carla Brooks Katie Gaudette	Kourtney Julie King

Agenda Items:

1. Public Comment
2. Review/Approval of School Improvement Plan (SIP)
3. Review of Title I Budget
4. Enhanced Role Proposal Form
5. 2016 Milestones
6. Fall 2016 MAP
7. Improving Student Achievement
8. Announcements

Actions:

1. There was no public comment
2. SGT reviewed and approved the current draft of the SIP
3. SGT reviewed the Title I and Parent Involvement Budgets
4. SGT voted to recommend to the Board to approve funding for the two IB PYP Facilitator Enhanced Role positions
5. SGT reviewed 2016 Milestones results shared by Kourtney Clark
6. SGT reviewed MAP results and decided to continue review at October meeting
7. SGT discussed Improving Student Achievement through vertical articulation conversation and by considering how Charter Innovation Grant allotment will be used.
8. SGT discussed possible agenda items for the October 6 SGT meeting: Use of the ALB Innovation Grant allotment of \$19,510; MAP as represented in the ALB Balanced Scorecard; Scheduling of SGT Forums

Comments: None

Recommendation to BOE: The A.L. Burruss SGT recommends the Board approve two IB PYP Facilitator Enhanced Role positions as described on the Enhanced Role Proposal Form.

Date: October 6, 2016	Quorum: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Members Present: Kayce Wallace Kourtney Clark Katie Gaudette	Carla Brooks Amy Barnes Julie King

Agenda Items:

1. Public Comment
2. Innovation Grant Allocation Use
3. ALB Balanced Scorecard
4. Scheduling of SGT Forums
5. Improving Student Achievement
6. Announcements

Actions:

1. There was no public comment
2. SGT discussed the use of the Innovation Grant Allocation to support implementation of IB. SGT voted unanimously to recommend that all funds are used for professional development, teacher IB work, and IB instructional materials.
3. SGT reviewed the Burruss Balanced Scorecard.
4. SGT scheduled SGT parent forums for November 3 at 7:30am, 9:30am, and 6:30pm.
5. Improving Student Achievement will be a focus of the November 10 SGT meeting.
6. November 10 Agenda will include discussion of an article regarding improving student achievement, discussion of SGT Forum learning, and science instruction at Burruss.

Comments: none

Recommendation to BOE: none

Date: November 10, 2016	Quorum: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Members Present: Carla Brooks Julie King Barbie Esquijarosa	Amy Barnes Kourtney Clark Katie Gaudette

Agenda Items:

1. Public Comment
2. School Uniform Policy – student-led organizations
3. Student Achievement – text rendering of article
4. SGT Parent Forums
5. Science Instruction at A.L. Burruss
6. Announcements

Actions:

1. There was no public comment
2. The discussion regarding changing the uniform policy was tabled.

3. SGT read and discussed article: What Works In Education. SGT agreed to determine to begin an action plan based on discussion at the next monthly SGT meeting.
4. SGT members who attended SGT forums shared discussion.
5. SGT discussed ideas for improving hands-on science instruction. SGT agreed to develop an action plan based upon discussion at the next monthly SGT meeting.
6. SGT agreed upon agenda items for the January 19 SGT meeting including: 1. Determine SGT actions based upon reading of article What Works in Education; 2. Develop a suggested action plan for improving hands-on science instruction; 3. Use of electronic behavior management programs, i.e. Class Dojo;

Comments: none

Recommendation to BOE: none

Date: December meeting not scheduled	Quorum: <input type="checkbox"/> Yes <input type="checkbox"/> No
Members Present:	

Agenda Items: none

Actions: none

Comments: none

Recommendation to BOE: none

Date: January 19, 2017	Quorum: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Members Present: Kayce Wallace Julie King Amy Barnes Katie Guadette Barbie Esquijarosa Kourtney Clark Carla Brooks	

Agenda Items:

1. Public Comment
2. Winter MAP Results
3. Education for the Future Questionnaires Results
4. Determine SGT actions based upon reading of article What Works in Education
5. Developing a suggested action plan for improving hands-on science instruction at A.L. Burruss
6. Use of electronic behavior management programs
7. Announcements

Actions:

1. There was no public comment.
2. SGT reviewed Winter MAP results. SGT discussed sharing the process for using MAP results with parents. SGT discussed continuing data analysis and responding to data through instructional planning.
3. SGT reviewed Future Questionnaire Results and discussed findings.

4. SGT moved the What Works in Education article discussion to the February 9 agenda.
5. SGT tabled the hands-on science discussion at this time.
6. SGT discussed use of electronic behavior management systems in classrooms and recommended the faculty work with the School Climate Team to review practices.
7. Announcements: none

Comments: none

Recommendation to BOE: none

Date: February 9, 2017	Quorum: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Members Present: Barbie Esquijarosa Barnes Kacey Wallace	Kourtney Clark Katie Gaudette Carla Brooks Julie King Amy

Agenda Items:

1. Public Comment
2. Superintendent Dr. Grant Rivera to speak
3. IB Authorization Visit – Kristen Green
4. Determine SGT actions based upon reading of articles What Works in Education and Two Resources Administrators Should Maximize for Personalized Learning Success
5. Quarter 2 Assessment Result Review
6. Announcements

Actions:

1. There was no public comment.
2. Dr. Rivera addressed SGT.
3. SGT reviewed IB information.
4. SGT reviewed articles and shared reactions and ideas.
5. Kourtney Clark presented a review of Quarter 2 Assessments.
6. March 16 Proposed Agenda: IB Authorization Visit, Outdoor Classroom Possibility, Actions Based Upon Articles Reviewed at February SGT Meeting

Comments: none

Recommendation to BOE: none

Date: March 16, 2017	Quorum: <input type="checkbox"/> Yes <input type="checkbox"/> No
Members Present: Barbie Esquijarosa Barnes Kacy Wallace	Kourtney Clark Katie Gaudette Carla Brooks Julie King Amy

Agenda Items:

1. Public Comment
2. Burruss Renovation Project – Eric Hofstetter to speak
3. SPLOST – Linda Beggs to speak
4. Outdoor Classroom – Amy Barnes

5. IB Authorization Visit – Kristen Green
6. Determine SGT actions based upon reading of articles What Works in Education and Two Resources Administrators Should Maximize for Personalized Learning Success – Katie Gaudette
7. Announcements

Actions:

1. There was no public comment.
2. Eric Hofstetter presented an overview of the proposed summer renovation project for Burruss.
3. Linda Beggs explained projects proposed to be funded through the upcoming SPLOST and described voter turnout for the previous SPLOST vote.
4. Amy Barnes shared information about her visit to the Park Street School Outdoor classroom and sensory garden. SGT discussed placing this project on the September SGT agenda.
5. Kristen Green shared information about the status of IB work at Burruss and information about preparations for the upcoming IB Authorization visit on May 8 and 9.
6. SGT determined the first item on the April 13 SGT agenda would be to determine SGT actions based upon reading of articles What Works in Education and Two Resources Administrators Should Maximize for Personalized Learning Success – protocol led by Katie Gaudette

Comments:

none

Recommendation to BOE: none

Date: April 13, 2017		Quorum: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Members Present: Barbie Esquijarosa Barnes	Kourtney Clark Kacey Wallace	Carla Brooks Katie Gaudette	Amy Julie King

Agenda Items:

1. Public Comment
2. ALB Personnel Allocation 2017-2018
3. Determine SGT actions based upon reading of articles What Works in Education and Two Resources Administrators Should Maximize for Personalized Learning Success – Katie Gaudette
4. Announcements

Actions:

1. There was no public comment.
2. SGT reviewed the 2017-2018 personnel allotment draft. Julie King informed SGT of the intent to carry forward the 5/13/16 SGT reallocation of the MIP allotment + SST and 504 supplements to fund a .5 Academic and Behavior Interventionist into the 2017-2018 school year.
3. SGT continued discussion of two articles and voted to recommend to the staff to consider introducing the top ten of John Hattie's list of most influencing effects on student learning to teachers at the beginning of 2017-2018. Teachers would then form PLC's to further explore the list based on their areas of their area of interest.

4. May 11 proposed agenda: Lexile reading level letter; communication from teachers to parents; How to access the IB?PYP link; Discuss the June 15th SGT meeting.

Comments: none

Recommendation to BOE: none

Date: May 11, 2017	Quorum: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Members Present: Barbie Esquijarosa Wallace Julie King	Amy Barnes Carla Brooks Kacy

Agenda Items:

1. Public Comment
2. Lexile reading level letter
3. Communication from teachers to parents
4. How to access the IB/PYP link
5. Discuss the June 15th SGT meeting
6. Announcements

Actions:

1. There was no public comment.
2. SGT recommended additional information about Lexiles be shared with parents so parents can become more knowledgeable and supportive of their child's reading growth.
3. SGT recommended professional development for communicating with families to increase effectiveness of communications as part of the differentiated professional development for 2017-2018.
4. The IB Coordinator will ensure the IB/PYP link is included in school web postings.
5. SGT determined the agenda of the June 15 SGT meeting will be focused on the School Improvement plan.
6. The IB Coordinator shared information about the recent IB PYP Authorization visit.

Comments: none

Recommendation to BOE: none

Date: June 15, 2017	Quorum: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Members Present: Katie Gaudette Amy Barnes Julie King	Carla Brooks

Agenda Items:

1. Public Comment
2. Approval of SGT Minutes for 2016-2017
3. 2017-2018 School Improvement Plan
4. Announcements

Actions:

1. There was no public comment.

2. SGT reviewed and edited the proposed end-of-year narrative summary. Because there was not quorum, the summary will be placed on the August SGT agenda for approval.
3. SGT reviewed MAP scores and Leadership Team first draft of action items for the 2017-2018 School Improvement Plan.
4. There were no announcements. The August agenda is to include review and consideration of approval of the 2016-2017 end-of-year narrative summary.

Comments: none

Recommendation to BOE: none

End-of-Year Narrative Summary

This summary will be reviewed by SGT and considered for approval at the August SGT meeting.

During 2016-2017 the A.L. Burruss SGT :

- Approved principal appoint of Kourtney Clark as the appointed staff representative to SGT.
- Discussed the Title I budget and allocation for personnel to serve as .5 School Improvement Specialist for 2016-2017 and acknowledged the continuation of the 2016-2017 reallocation of the school MIP allotment and added general fund dollars previously spent on 504 and SST supplements to create a .5 Behavior and Academic Interventionist position for 2017-2018.
- Revised and approved the job description for Enhanced Role positions funded by the school district, and recommended to the Board to approve funding for the two IB PYP Facilitator Enhanced Role positions.
- Monitored progress towards IB PYP authorization, continued learning about IB PYP through the IB Coordinator, and participated in the May IB authorization consideration visit.
- Engaged in Compliance Director SGT training modules: School Improvement Plan, Enhanced Role Proposal Form, 2016 Milestones and MAP Data, Consider SGT Actions to Improve Student Achievement.
- Reviewed and approved the School Improvement Plan draft for 2016-2017 and reviewed information for the first draft of the School Improvement Plan for 2017-2018.
- Reviewed spring 2016 Milestones results and reviewed fall 2016, winter 2017, and spring 2017 MAP results and followed with discussion of how data is used to inform instruction and how the information is communicated with parents/guardians.
- Reviewed the Burruss Balanced Scorecard report.
- Suggested the school schedule vertical articulation opportunities K-5.
- Vote unanimously to dedicate the Burruss Charter Innovative Grant Allocation to support implementation of IB through funding professional development, teacher IB work, and IB instructional materials.
- Conducted three SGT forums.
- Read and discussed article: What Works in Education and recommended to the faculty that differentiated professional development during 2017-2018 be focused on the top ten factors John Hattie identified as having the greatest impact on student achievement.
- Reviewed and discussed Perception data and implications for improvement.
- Discussed the use of electronic behavior management systems in classrooms and recommended the faculty work with the School Climate Team to review practices.

- Participated in a presentation regarding summer renovations to the Burruss facility.
- Participated in a presentation regarding SPLOST projects.
- Participated in a presentation regarding the Outdoor Classroom at Park Street and associated possibilities for Burruss.
- Considered reviewing current practices in science instruction and targeted this as a focus for 2017-2018.
- Recommended additional information about Lexiles be shared with parents/guardians to increase understanding and implications.
- Recommended faculty professional development for communicating with families to increase effectiveness of communications.