

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

School: West Side	Year: 2017-2018
Member Name	Affiliation
Dan McGuire	Principal
Denise Herman	Teacher (elected)
Brittany Hornsby	Teacher (elected)
Mimi Hager	Certified Staff (appointed)
Brookes Lines	Parent/Guardian (elected)
Emily Holle	Parent/Guardian (elected)
Dan Bird	Community Member (appointed)

MEETING MINUTES

Date: August 8, 2017	Quorum: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Members Present: Dan McGuire Denise Herman Mimi Hager Brittany Hornsby Brookes Lines Emily Holle Dan Bird	

Agenda Items:

- Welcome-Introduction of Members
- Election of Co-chair and Secretary
- SGT Dates
- Review of Roles and Responsibilities of SGT-Compliance training
- Field Trip Approval
- End of Year 2016-2017 Data Establish 2016-2017 Goals
- Parent Temperature Checks
- Other
- Adjourn Meeting – Next meeting is scheduled for Monday, September

Actions: Election of Secretary: Mimi Hager

- Election of Co-Chair: Denise Herman
- Dates-Outlook invites sent
- Compliance Director information shared with new members
- By Laws Distributed –explanation of duties and expectation
- Field Trips:
 - o K-Sweetwater Farms/Pumpkin Patch (Oct), Zoo (April), and in-house Bugs field trip (May)
 - o 1st : Center for Puppetry Arts, High Touch High Tech, Botanical Gardens
 - o 2nd: Sept. 6 Safety Village, Nov. 30 Nutcracker- Cobb civic center, Feb. Lewis Park- dog park, April/May Zoo
 - o 3rd-The Three Little Pigs and More—Puppetry Center of Atlanta, A Christmas Carole (with 5th Grade)—December 12, Tellus Museum, Chattahoochee Nature Center, Sparkles

- o 4th-Safety Village on Sept. 15, Sparkles (light and sound lesson), Kennesaw Mountain (Civil War), The Booth Museum in Cartersville (westward expansion), In-school field trip with Chattahoochee Nature Center, in which they bring owls to us (animal adaptations)
- o 5th-Atlanta History Center September 15, Alliance Theater December 12, Blue Ridge April 24-26 2016-2017 Data shared/compared-gains and losses
School Improvement Plan-goals: reading, math, and writing
Went through Assessment Plan for 2017-2018
Set SGT Goals for year: 1. Educate the community about the West Side intermediate experience and what it has to offer, showcasing readiness for 6th grade and higher. Steps-info night for parents, step up day to 3rd, brochure home to parents. 2. Get our school out in to the community-PR
Parent Temperature checks discussed, to gain feedback focusing on glows and grows for West Side

Comments: Next meeting August 5, 2017

Recommendation to BOE: None

Date: September 5, 2017		Quorum: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Members Present: Brittany Hornsby Denise Herman	Brooks Lines Emily Holle	Dan Bird	Dan McGuire Mimi hager

- Agenda Items: • Review August Minutes
- Finalize Goals
 - Information night for parents (finalize)
 - Second grade step up day (finalize)
 - Analyze parent temperature check data
 - Review school brochures
 - Brainstorm communication ideas
 - Other

Actions: • Goals were finalized:

- o Goal 1: Student Enrollment (educate the community about the West Side intermediate experience and what it has to offer)
- o Goal 2: Public relations/Communication (Marietta will know all about West Side Elementary this year through various forms of communication)
 - Information Night- October 26th
- o Dinner 6:00-6:30,
- o 6:30-7:00 STEM activities for students; information from teachers, former students, parents.
- o Recruit staff (favor request and lunch) Brooks Lines-parents Dan Bird-students Liz and Mimi-powerpoint-3rd, 4th, and 5th information
 - Brochure-send to 3,4,5 teacher to revise by the end of month --Parents will revise final copy
 - Communication ideas-yard signs (Proud Parent of a West Stinger)-- talk with PTA and admin about purchasing a yard signs
 - Parent Temperature Check feedback reviewed & analyzed. See below:
Pluses Delta

Art
 Saft/environment
 Structured
 Homework Miss old TAG vs new TAG
 Consistency of stinger cash
 Recess concerns
 Typing class
 Screen time
 FRIV
 Parents not being aware of the movies

Comments:

Recommendation to BOE:

Date: October 3, 2017		Quorum: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Members Present: Brittany Hornsby Denise Herman		Brooks Lines Mimi Hager	Dan Bird	Dan McGuire
Emily Holle				

- Agenda Items: • Staff: Communicate about TAG, Change TAG name?
- Finalize Information Night
 - Finalize School Brochure
 - Brainstorm additional ideas for Goal 1 and Goal 2
 - o Goal 1: Student Enrollment (educate the community about the West Side intermediate experience and what it has to offer)
 - o Goal 2: Public relations/Communication (Marietta will know all about West Side Elementary this year through various forms of communication)

Actions: Agenda

- Communicate about TAG, Change TAG name
 - o over-communicate new STEM program with parents
 - o create letter/newsletter to explain the new program and where it is going
 - o not in a position to change name-moving from “discovering” our talents and gifts to “using” our talents and gifts
- Finalize Information Night-Step Up Night
 - o Pizza Dinner w/salad 6-6:30
 - o Susie takes kids for STEM 6:30-7:15
 - o Need volunteers-
 - 3rd- Hager, Burns, Ambroise
 - 4th-?
 - 5th-?
 - o Presentation-6:30-7:15

- Teachers present 3-5 information (one rep from each grade level; Hager 3rd, 4th-Tara?, Roose-5th?)
- Kids-(Will Martin, Ben Bird, Mary Helen Herman, Kendall Gazaway)
 - Pathways, Preparation
- Parents-(Sanders, Gazaway, Murrell, Lines)
 - What makes West Side so special?
- Brittany-talk with Laura about filming/editing
- Dan contact someone from the high school about videotaping
 - Finalize School Brochure-send to second graders
 - o add math contest, K-Kids, and social media outlets
 - o change pictures
 - o Hager-pictures to Dan tomorrow

Next Steps

- Communicate about TAG
- How to integrate technology
- Prototype for lower grade newsletter
- School Calendar vote/feedback

Comments:

Recommendation to BOE:

Date: November 7, 2017		Quorum: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Members Present: Brittany Hornsby Denise Herman	Emily Holle	Brooks Lines Mimi Hager	Dan Bird Dan McGuire

Agenda Items: Field Trips (3rd and 5th Grade Approval)

- Calendar Discussion and Vote
- Charter Innovation Funds
- Step Up Night Review
- Communicate about TAG
- How to integrate technology
- Prototype for lower grade newsletter
- 2017 CCRPI Review

Actions: Field Trips (Approved-unanimously)

- o 5th Grade-Blue Ridge
- o 3rd Grade-TN Aquarium
- o 4th Grade-Art-Symphony/High Museum
- Updated Field Trips for WSE:
 - 11/17Chattahoochee Nature Center-4th grade
 - 11/30Cobb Civic Ctr- Anderson Theatre-2nd grade
 - 11/30 Marietta Square-chorus
 - 12/4 Partners in Ed Christmas Caroling-chorus
 - 12/9 Piedmont Church-chorus
 - 12/12 Cobb Energy Center-3rd and 5th grade
 - 12/27 Phillips Arena-Chorus
 - 1/09/18High Museum & Woodruff Art Ctr-Chorus & Art (4th grade)
 - 3/20/18Tellus Museum-3rd

- 4/18 Zoo-2nd
- 5/10/18 TN Aquarium-3rd
- Calendar Discussion and Vote—Option B Approved-Yay (4) Nay (2)
- o Schedule B and C are choppy for younger children
- o Things considered-teacher optional days at the end of the year if they have stayed
- o Would like for conference week not to be scheduled back to back with Fall Break
- o Suggestion: 2 days of conferences (all day), 2 teacher professional learning so that parents don't need childcare for two weeks straight

- Charter Innovation Funds Approved unanimously
- o Leadership would like to purchase more focused reading book room by Scholastic, 3-5, book room would be more tailored to standards and levels. This program aligns with our SIP plan and student's needs in reading.
- o Can PTA supplement for K-2 to get the book room contents?
- o Possible Chrome Book Drive in the future.
- Step Up Night Review
- o Well attended
- o Positive feedback
- o Reviewed parent perception data
- Coming away-

Technology-How do we use what we have to integrate technology more in classrooms? Suggested technology delivered from media center. Table and consider ideas for what we could do with funds that we have at another time.

- o Improvements for next year-
- Have parents from people that left and came back, more information from administration
- Continue to do things to keep them
- Blurbs to Facebook showcasing what we're doing well here
- Review of Step Up Night through social media.
- Communicate about TAG
- o What's happening in TAG and why STEM is important added into the newsletter
- Prototype for lower grade newsletter—tabled
- CCRPI-Higher than it was two years ago, but took a dip from last year. Make sure students are showing growth, lexile levels, and target students with disabilities, and focus on keeping our students as they bridge to upper grades. Climate score was at a 5, dropped to 4. We had a 96 and needed a 96.4.

Comments:

Recommendation to BOE: Calendar Discussion and Vote—Option B Approved-Yay (4) Nay (2)

- o Schedule B and C are choppy for younger children
- o Things considered-teacher optional days at the end of the year if they have stayed
- o Would like for conference week not to be scheduled back to back with Fall Break
- o Suggestion: 2 days of conferences (all day), 2 teacher professional learning so that parents don't need childcare for two weeks straight

Date: December no meeting	Quorum: <input type="checkbox"/> Yes <input type="checkbox"/> No
Members Present:	

Agenda Items:

Actions:

Comments:

Recommendation to BOE:

Date: January 9, 2018	Quorum: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Members Present: Brittany Hornsby Denise Herman Mimi Hager	Brooks Lines Dan Bird Dan McGuire

- Agenda Items: Instructional Funding
- Chrome book cart coming to 2nd grade-\$1800
 - 3-5 Book room has come in
 - Next update K-2 book room (tentative for PTA to purchase for next year)
 - Finalize our LLI Kits
 - 4th Grade-Art-Symphony/High Museum
 - TAG
 - Everyone has completed 1 Extravaganza
 - Things are moving smoothly-good job integrating
 - Our Volunteer Corp is going well
 - Next year—all are sustainable, some will roll into the next year
 - Tree planting rescheduled
 - Keeping Kids at West Side--tabled
 - Impact Check Update
 - Focus: reading, writing, math, long term projects
 - K-2 Lucy
 - 3-5 Writing Collections
 - Data from what teachers are working on. The data shows where the students are and what steps we taking to push our students to the next level. Talked about presentation.
 - SGT Feedback-see attached sheet

 - Next Steps
 - Retaining our kindergarten students
 - Finding a way to spread the word that we have Susie as an asset here at West Side.

Actions: SGT feedback sent to Tiffany Taylor.

Comments:

Recommendation to BOE:

Date: February 6, 2018	Quorum: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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Members Present: Brittany Hornsby Denise Herman	Emily Holle	Brooks Lines Mimi Hager	Dan Bird	Dan McGuire
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Agenda Items: Kindergarten Registration and Teddy Bear Tour Updates (Ashley Bagwell)

- Starts last week of February and goes into March
- Wednesday March 28th-Teddy Bear Tour
- Redesigned flyer—distributed through community
- Come and do STEM, go to K classroom, story in Media Center (children are given a book), Playground Visit
- Every family receives a packet with information about WSE and a packet about what to do to get each child ready for K
- Kindercamp info
- If they do not come, they get the packets as they register
- Pamphlet new design ready by next SGT meeting
- Brainstorm ways to retain K students past second grade
- Pump up 3-5 at K tour
- Did you Know cards showcasing all the great things we have at WSE
- K parents hook up with a parent/teacher pair for a night of questions
- Did You Know on Facebook a couple times a week
- QR code/Facebook page invite for classrooms at Sneak a Peak
- Stay invitation for second graders—highlight strong things from upper grades, 8:30-9:05, 1 or 2 things from 3-5.
- Promote Academic Coach
- Will introduce to who she is and what she does through the letter and a Did You Know
- TAG Update (Susie Throop)
 - Planted 24 trees that will be adopted by classrooms
 - Recycle Aluminum in 3rd Grade
 - 2nd grade is getting ready to do Extravaganza where they are wrapping their project into their science project.
 - STEM is becoming embedded into the regular curriculum
 - 5th grade is doing a STEM project to create an outdoor eating area when they receive their music notes in the cafeteria
- SGT Co-Chair Meeting Summary (Denise Herman)
 - 3 main areas: Onboarding, Roles and Responsibilities and Charter Funding
 - Electronic Voting System
 - Possibility of principal being a member, not a co-chair
 - Revamping how to do the training
 - Took all wants, wonders, and wishes were compiled and reviewed—came back with next steps
 - Charter Funds—don't want it to be a slush fund, but put towards things that will benefit the school.
 - Testing-trying to get out of Milestone testing
 - Thoughts of getting rid of middle school “grades” (moving children where they need to be based on needs)
 - Centralized location for where to send concerns from other staff members
 - Brittany Hornsby point of contact for voting (Tiffany Taylor)
- School Improvement Plan Winter Data Update (Dan McGuire)

- o Having laser focus high achieving low growth and low achieving low growth, as well as students below grade level
 - CCRIP Update
- o no more extra credit
- o Areas to focus on-Content Mastery, Progress Closing the Gap and Readiness
 - o Targeting reading (lexile)
 - o Progress is weighted more
 - Donation policy (Denise Herman)
 - o Dan looking into this and will get back to us
 - Open Table
 - o Printer Problems
 - o \$25 donations in fall

Actions:

Comments:

Recommendation to BOE:

Date: March 6, 2018	Quorum: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Members Present: Brooks Lines	Dan Bird Dan McGuire Denise Herman Mimi Hager

Agenda Items: Rising 3rd Grade Letter/Kindergarten pamphlet—will send out to SGT for correction by Friday. Will send externally Monday. Will be printed and sent out before Spring Break.

- Printer and Donation Update-
 - o There are enough cartridges to finish out the year (both color and black and white).
 - o Will no longer collecting \$25 donations.
 - o Instructional funds will be one big pot of money per grade level, and we will get everything needed. Subscriptions will covered, but amount of money we get each year won't change. PTA will help fund overage.
- Foundation—West Side Endowment (current Rose Wing to support the new TAG initiative). Call John Floresta about questions about developing a foundation for West Side.
- Staffing Allotments
 - o Will have same amount of homerooms for next year.
 - o We'll have 5K paras.
 - o Opening up STEM lab for 3-5.
 - o Increased our FTE based on how we scheduled gifted students.
 - o Catch-no designated media clerk or front office support. General ed para position added. Work in progress—teachers will get same amount of support, but we'll be thinking outside of the box.
- Field Trips
 - 3rd Tellus Museum Tuesday, March 20, 2018
 - 2nd Lewis Park Monday, March 26, 2018
 - 1st Ctr for Puppetry Arts Tuesday, March 27, 2018
 - 1st Atlanta Botanical Gardens Friday, April 13, 2018

- 2nd Zoo Friday, May 04, 2018
- 3rd TN Aquarium Thursday, May 10, 2018
- 5th Blue Ridge - overnight 4/10/2018 thru 4/12/18
- 4th The Youth Museum Wednesday, May 02, 2018
- Kind High Touch High Tech Friday, May 11, 2018

- Next Steps
- Teddy Bear Tour
- How we can grow our foundation/endowment

Actions:

Comments:

Recommendation to BOE:

Date: April 10, 2018	Quorum: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Members Present: Brooks Lines Hornsby Emily Holle	Denise Herman Mimi Hager Brittany

- Agenda Items: Teddy Bear Tour feedback (Ashley)
 Went really well-69 families
 Complaint about parking—contact with central office for parking help
 SGT voting (Brittany)
 Email was sent out to everyone letting them know about voting
 New online nomination form
 Waiting for feedback from Tiffany Taylor
 Do we all have access to nominations?
 TAG
 Flyer, see Mimi for feedback
 Possibility at creating buddy classes
 Marietta Schools Foundation (Denise/Susie)
 Rose Wing Endowment (TAG)— wants to grow endowment, more fundraising.
 Need to come up with a list of projects that we need funds for in general.
 Budget for year-long TAG
 Other fundraising priorities
 K-2 book room for next year (is PTA paying for next year)
 Typing
 How we can grow our foundation/endowment-
 Teachers deliver pizzas to WSE families
 May Agenda
 Foundation Planning
 2018-19 Staffing Updates

Actions:

Comments:

Recommendation to BOE:

Date: May	Quorum: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Members Present:	

Agenda Items:

Actions:

Comments:

Recommendation to BOE:

Date: June	Quorum: <input type="checkbox"/> Yes <input type="checkbox"/> No
Members Present:	

Agenda Items:

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Actions: 3rd Tellus Museum Tuesday, March 20, 2018
2nd Lewis Park Monday, March 26, 2018
1st Ctr for Puppetry Arts Tuesday, March 27, 2018
1st Atlanta Botanical Gardens Friday, April 13, 2018
2nd Zoo Friday, May 04, 2018
3rd TN Aquarium Thursday, May 10, 2018
5th Blue Ridge - overnight 4/10/2018 thru 4/12/18
4th The Youth Museum Wednesday, May 02, 2018
Kind High Touch High Tech Friday, May 11, 2018

Comments:

Recommendation to BOE:

End-of-Year Narrative Summary

