

# Meeting Minutes

**Finch Elementary**  
**Date: 02/08/2024**  
**Time: 4:00pm**  
**Location: Zoom**

- I. Call to order: 4:05pm
- II. Roll Call

Role	Name (or Vacant)	Present or Absent
Principal	Dr. Tara Spencer	Present
Parent/Guardian	Ms. Edwina Lawrence	Present
Parent/Guardian	Ms. Shaneka Parks	Absent
Parent/Guardian	Ms. Xixib Bailey	Present
Instructional Staff	Mrs. Seggee Davis	Present
Instructional Staff	Ms. Erin Gore	Present
Community Member	Mr. Terry Lee	Absent
Community Member	Ms. Adriana Sola	Present
Swing Seat	Dr. Regana Hill	Present
Student (High Schools)		

Guests Present: None

Quorum Established: Yes

### III. Action Items

- a. **Approval of Agenda:** Motion made by: **Dr. Regana Hill** ; Seconded by: **Ms. Erin Gore**

**Members Approving:** Ms. Tesia Germain, Mrs. Seggee Davis, Ms. Edwina Lawrence,

**Members Opposing:** None

**Members Abstaining:** None

**Motion Passes**

- b. **Approval of Previous Minutes:** *List amendments to the minutes:*

Motion made by: **Ms. Erin Gore**; Seconded by: **Dr. Regana Hill**

**Members Approving:** Ms. Edwina Lawrence, Ms. Tesia Germain, Ms. Seggee Davis

**Members Opposing:** None

**Members Abstaining:** None

**Motion Passes**

- c. **Action Item 1: Fill Parent Member Seats**
  - A. Dr. Spencer nominated Ms. Xixib Bailey for the new parent member seat

Motion made by: **Dr. Regana Hill**; Seconded by: **Ms. Erin Gore**  
**Members Approving:** Ms. Tesia Germain, Mrs. Seggee Davis, Ms. Adriana Sola, Ms. Edwina Lawrence,  
**Members Opposing:** None  
**Members Abstaining:** None  
**Motion Passes**
- d. **Action Item 2: Approve the Strategic Plan**

Motion made by: **Dr. Regana Hill**; Seconded by: **Ms. Erin Gore**  
**Members Approving:** Ms. Tesia Germain, Mrs. Seggee Davis, Ms. Adriana Sola, Ms. Edwina Lawrence, Ms. Xixib Bailey  
**Members Opposing:** None  
**Members Abstaining:** None  
**Motion Passes**

#### IV. Discussion Items

##### a. Budget Development

Dr. Spencer shared that it's time to discuss Go Team budget development. The strategic plan is a road map to the role in which the school wants to move and push the work forward at the school. She reveals that in today's meeting "we will look over the initial budget session and give feedback." Once completed, she will attend a staffing conference with human resources to discuss the information discussed in this meeting. March 14, 2024 will be the final budget approval meeting.

Dr. Spencer explained how the meeting allows her to give an overview of the budget and gives an opportunity for Go Team members and principal to align the strategic plans and priorities to resources and allocations. She discussed her role as well as the GO Team members role when it comes to the budget development process. She discussed the school's strategic planning and priorities and the changes that were made from the last meeting. Also, the school's strategic planning is important to keep in mind when it comes to the budget.

Dr. Spencer explained the rationale behind each of the priorities in the strategic plan.

**b. Discussion of Budget Summary**

Dr. Spencer shared that the school budget represents an investment plan for the school's students, employees, and community. The budget is also tied to the school's strategic vision and direction. She discussed the general operation budget and how the student's projected rate for FY25 has decreased by 71 students in FY24.

Dr. Spencer states that due to the loss of students the school has also lost funds. Dr. Spencer shared that since the school is no longer a failing school the funds for turnaround support slowly decrease each year.

**c. Budget Feedback**

Dr. Spencer encouraged team members and guest representatives to email or put in the chat any feedback concerning the budget. She continued by saying that she would take each feedback into consideration before the human resources conference which is on February 26,2024. Then on March 14,2024 the Go Team committee would vote on the final budget.

Dr. Spencer discussed and showed a description of the strategic plan breakout categories. She discusses how each priority connects to an APS Five focus area, the strategies to meet the priorities, what is needed to complete a goal, and the funds associated with the request. Dr. Spencer only request was to build in a master teacher leader position who supports reading and ELA. This is due to many of our students struggling in reading. She continued sharing that even though the school made improvements last year, reading was not part of that improvement. The master teacher would support teachers to build their capacity to close gaps for struggling readers.

Dr. Spencer shared how Title I funds for Family Engagement would be used. She also shared how funds are being spent. She told the GO Team that most of the funds would be spent on instruction.

Dr. Spencer discussed the leveling reserve. She stated that most of the time the funds are used to cover someone's salary. However, her desire is that she can use the money for instructional supplies instead of staff's salary. Dr. Spencer stated that there are no Title 1 holdback funds since she wanted to keep all her staff.

Position Change:

Spencer restated that the change she would like to make is to create a position for the master teacher leader role. The master teacher would not only help with the students, but he or she would coach teachers in reading and writing instruction. She also shared the roles that need to be removed as a classroom teacher, reading and math specialist and much more. Go Team members asked questions regarding the position changes.

Dr. Spencer shared that Pre-K attendance is not included in the school's attendance report and Pre-K gets their own funds outside the school.

GO Team member suggested that staff and community helpers go out into the community to encourage parents to allow their students to attend Finch Elementary.

Dr. Spencer explained the negative perception that Finch has within the community. However, Dr. Spencer continued to praise the idea of walking the community to inform families and friends of the new and improved things that are being done at the school. A GO team member suggested handing out flyers to the families and friends with the school's data compared to the other surrounding schools. Dr. Spencer committed to creating an informal flyer comparing Finch and the surrounding schools.

Dr. Spencer stated that the next meeting is March 14th. In that meeting the GO Team will review the budget, the feedback given from the staffing conference and take a vote on next year's school budget.

### **V. Announcements**

- a. **GO Team Declaration of Candidacy- Open Now – February 28, 2024**
  - b. **Next Meeting: March 14, 2024**
  - c. **Winter Break Recess- February 20-23 (Staff)**
  - d. **Winter Break Recess- February 19-23 (No School for Students)**
  - e. **College and Career Week- February 26- March 1**
  - f. **Black History Program- February 29**
  - g. **Complete Budget Training before next meeting**

### **I. Adjournment**

Motion made by: [Dr. Regana Hill](#) Seconded by: [Ms. Erin Gore](#)

## Meeting Minutes

**Members Approving:** Ms. Adriana Sola, Ms. Tesia Germain, Mrs. Seggee Davis, Ms. Edwina Lawrence, and Ms. Xixib Bailey

**Members Opposing:** None

**Members Abstaining:** None

**Motion Passes**

**ADJOURNED AT 4:52PM**

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**Minutes Taken By:** Ms. Tesia Germain

**Position:** Secretary

**Date Approved:** March 14 2024