

## SUTTON MIDDLE SCHOOL

Date: **January 23, 2024**

Time: **5:30 p.m.**

Location: **Sutton Middle School Northside Campus**

Recording:

<https://drive.google.com/file/d/1EdbWFUIORjO0bQwDPnjxluQV0WCGVha6/view?usp=sharing>

- I. Call to order: 5:31 pm
- II. Roll Call

| Role                | Name (or Vacant)           | Present or Absent |
|---------------------|----------------------------|-------------------|
| Principal           | Dr. Dominique Merriweather | Present           |
| Parent/Guardian     | Shauna Achey               | Present           |
| Parent/Guardian     | Laura Collins              | Present           |
| Parent/Guardian     | Tania Wismer               | Present via Zoom  |
| Instructional Staff | DeMarkius Lamar            | Present           |
| Instructional Staff | Shelly Riddle              | Present           |
| Instructional Staff | Antoine Edwards            | Present           |
| Community Member    | Ana Flores                 | Present via Zoom  |
| Community Member    | Fran Egan                  | Absent            |
| Swing Seat          | Charneka Jones             | Present           |

Quorum Established: **Yes**

### III. Action Items

- a. **Approval of Agenda:** Motion made by: **Lamar**; Seconded by: **Edwards**  
 Members Approving: All  
 Members Opposing: None  
 Members Abstaining: None  
**Motion Passes**
- b. **Approval of Previous Minutes from December 5, 2023 meeting:** *List amendments to the minutes: None*  
 Motion made by: **Edwards**; Seconded by: **Jones**  
 Members Approving: All  
 Members Opposing: None  
 Members Abstaining: None  
**Motion Passes**

## IV. Discussion Items

### a. Discussion Item 1: Review Budget Development Process

- i. Budget Choices
- ii. Review of Norms
- iii. Timeline: Currently at Step 3: GO Team Initial Budget Session. Budget Allocation Meeting which should occur between January 17-early February. Principal will provide an overview of the budget allocation. Meeting provides an opportunity for the principal and GO Team to ensure alignment on school's key priorities, gain a deeper understanding of the budget allocation, and provide input to drive the allocation of the draft budget.
- iv. FY25 Budget Development
  1. Principal's Roll
    - a. Design the budget and propose operational changes that can raise student achievement
    - b. Flesh out strategies, implement and manage them at the school level
    - c. Focus on the day-to-day operations
    - d. Serve as the expert on the school
    - e. Hire quality instructional and support personnel
  2. The GO Team's Roll
    - a. Focus on the big picture (positions and resources, not people)
    - b. Ensure that the budget is aligned to the school's mission and vision and that resources are allocated to support key strategic priorities.
  3. Review of Sutton's Strategic Plan
    - a. Review of SMART Goals and strategic priorities adopted at December 5, 2023 GO Team meeting
    - b. Review of Strategic Plan Priority Ranking agreed upon at December 5, 2023 GO Team meeting
    - c. Dr. Merriweather outlined the FY25 School Priorities and the rationale based on the priority rankings established at the last GO Team meeting.
      - i. Priority 1: Targeting instruction, remediation, and interventions for all students.
        1. Rationale: Based on GMAS and MAP data, all students are in need of additional academic support in remediation / acceleration.

- ii. Priority 2: Using Social Emotional Learning to support all students to create a sense of belonging in the school culture.
  - 1. Rationale: Based on behavior data and BASC screener data, students are in need of additional Social Emotional Learning support.
- iii. Priority 3: Equipping teachers with the resources needed to ensure quality instruction and appropriate technology utilization.
  - 1. Rationale: Based on school performance data, there is a need to ensure that teachers have various resources and access to appropriate technology.
- iv. Priority 4: Engage parents and community through effective outreach.
  - 1. Rationale: So that Sutton is a collaborative space for staff and families, there is a constant need to provide families with updates and resources through effective community outreach.
  - 2. Related to this priority, Dr. Merriweather announced the formal launch of Parent University at Sutton, aimed at assisting families. The initiative will be accessible via Zoom and will include Spanish translation services. Achey expressed enthusiasm about the launch, noting that it represents a significant development stemming from last year's GO Team discussions. Riddle mentioned that she, along with Jones, will be presenting strategies for Math and ELA preparation for Georgia Milestones testing. Additionally, Achey emphasized the importance of collecting parent feedback from parents on formats and topics of Parent University.

b. **Discussion Item 2: Budget Allocation Process**

- i. This budget represents an investment plan for our school’s students, employees and the community as a whole.
  - ii. The budget recommendations are tied directly to the school’s strategic vision and direction.
  - iii. The proposed budget for the general operations of the school is \$18,061,396.
  - iv. This investment plan for FY25 is based on a student population that is projected to be 1,561 students which is a decrease of 3 students from FY24.
  - v. The new Student Success Funding model allocates dollars to schools based on the number of enrolled students and weights students based on certain characteristics. This year students were weighted based on grade level, poverty, beginning performance on Milestones, ESOL, Special Education, Gifted, and Small School Supplement (does not apply to Sutton). Sutton’s total Student Success Formal (SSF) Allocation is \$11,451,096 based on the weights.
  - vi. Additionally, Sutton will receive money for Signature Programming (IB): \$573,280, Field Trip Transportation: \$59,093, Dual Campus Supplement: \$443,567, District Funded Stipends: \$47,503, Flex (no longer have CARES funding so this provides some flexibility to schools): \$132,339. Total FTE allotments: \$5,354,518. Total additional earnings: \$6,610,300.
  - vii. The goal is to be in the green with the allocation of Sutton’s \$18,061,396. This number is similar to Sutton’s budget for this year.
  - viii. What’s next? The GO Team will meet in February to discuss how the budget meets our needs and provide feedback.
- c. **Discussion Item 3: DLI Subcommittee Formation Next Steps**
- i. Achey informed the group about a required form for the creation of the DLI Subcommittee. Egan will be the chair of the subcommittee. Achey has communicated with Egan to understand the goals and objectives needed for the form. Once the form is submitted, Egan plans to reach out for volunteers to serve on the subcommittee.

## V. Information Items

- a. **Calendar Committee Update**
  - i. Wismer, a member of the APS Calendar Committee, announced that a new survey will be released to gather input from all stakeholders regarding the school calendar. Wismer emphasized the importance of spreading awareness and encouraging active participation in this survey once it is released.
- b. **Principal’s Report**

- i. Dr. Merriweather shared the success of a recent event at Sutton for rising 6<sup>th</sup> graders from all feeder elementary schools. The event included a school tour and a presentation, creating a magical and exciting day. Riddle commended the school administration and staff for their excellent planning.
- ii. Parent University is set to launch with two sessions next month. Dr. Merriweather expressed enthusiasm about this initiative, which aims to empower families to better support their students at home.
- iii. Following previous discussions about the State of the school address, Dr. Merriweather and staff have decided to organize “Donuts with Dr. Merriweather” events in the latter part of February, segmented by grade levels. This approach aims to provide information more relevant to the specific needs of different families.

## VI. Announcements:

- i. Achey noted that the next GO Team is February 13, 2024.
- ii. Collins reminded everyone that all GO Team members are required to complete the annual Elis training for budgeting.
- iii. Diane Jacobi highlighted that GO Team declarations are now open for 2024.

## VII. Adjournment

Motion made by: [Collins](#); Seconded by: [Riddle/Jones](#)

**Members Approving:** All

**Members Opposing:** None

**Members Abstaining:** None

**Motion Passes**

**ADJOURNED AT 6:05 p.m.**

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**Minutes Taken By:** [Laura Collins](#)

**Position:** [Secretary](#)

**Date Approved:** [TBD, Draft for approval 2/13/2024](#)