

SUTTON MIDDLE SCHOOL

Date: **March 5, 2024**

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

Location: **Sutton Middle School Northside Campus**

Recording:

<https://drive.google.com/file/d/1RFYQ4hgGOPqu63v4Avy5L1Iy3avvaOhC/view?usp=sharing>

- I. Call to order: 5:34 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 via Zoom
Instructional Staff	Shelly Riddle	Present via Zoom
Instructional Staff	Antoine Edwards	Present
Community Member	Ana Flores	Present via Zoom
Community Member	Fran Egan	Present
Swing Seat	Charneka Jones	Present

Quorum Established: **Yes**

III. Action Items

- a. **Approval of Agenda:** Motion made by: Egan; Seconded by: Jones
 Members Approving: All
 Members Opposing: None
 Members Abstaining: None
Motion Passes
- b. **Approval of Previous Minutes from February 13, 2024 meeting:** *List amendments to the minutes: None*
 Motion made by: Edwards; Seconded by: Jones and Lamar
 Members Approving: All
 Members Opposing: None
 Members Abstaining: None
Motion Passes

- c. **Approval of Budget:** Motion made by: Egan; Seconded by: Collins
Members Approving: All
Members Opposing: None
Members Abstaining: None
Motion Passes

IV. Discussion Items

- a. **Discussion Item 1: Presentation of Final Budget**
 - i. Fiscal Year 25 Budget Parameters: During the meeting on February 13, 2024, the Sutton GO Team discussed the school priorities and rationale: targeting instruction, remediation and interventions for all students; using social emotional learning to support all students to create a sense of belonging in the school culture; and equipping teachers with the resources needed to ensure quality instruction and appropriate technology utilization.
 - ii. Descriptions of Strategic Plan Breakout Categories
 - 1. Priorities, APS Five Focus Areas, strategies, requests and amounts were also discussed at the GO Team meeting on February 13, 2024.
 - 2. Summary of position changes to support the strategic plan: In alignment with the strategic plan, the following position adjustments were made: introduction of a new DLI Teacher position (7th and 8th grades) and two Non-Instructional Aids for security check-ins at each campus. Conversely, one REP Teacher position and the Behavior Specialist role were eliminated. Dr. Merriweather provided an in-depth explanation of the rationale for these staffing changes at the February 13, 2024 GO Team meeting.
 - iii. Staffing Conference Changes: no changes were made to the draft budget we discussed at the last meeting.
 - iv. Budget Review by Functional Area: An examination of the budget by functional line items, considering projected enrollment and account descriptions, placed the total budget at approximately \$18 million. As noted previously, 77% of budget is focused on instruction.
 - v. Discussion of Reserve and Hold Back Funds (\$229,022): as discussed previously, we agreed that these funds would be used for professional development, teaching supplies, student incentives, computer equipment, computer software, teacher stipends, and field trips.

- vi. Are our priorities reflected in the budget? As discussed at the previous meeting, the GO Team agreed that our school, district, and cluster priorities are reflected in the budget.
- b. **Discussion Item 2: Security Grant Survey**
 - i. The Governor has proposed a grant to enhance security across schools statewide. If approved, schools would be allocated \$45,000 annually. Dr. Merriweather asked the GO Team to brainstorm effective ways to utilize the grant to enhance security and make certain resources are allocated in a manner that maximizes their impact on the safety and well-being of our students and staff.
 - ii. Dr. Merriweather clarified that, unfortunately, we would not receive \$90,000 since we have two campuses but would only be recognized as one school and receive \$45,000.
 - iii. Achey asked about whether this grant would change any funds allocated to security in our budget. Dr. Merriweather noted that the grant wouldn't affect our current budget as the security check-in positions added will be needed for the long-term so should remain in the budget. Achey also inquired about the district security improvements. Dr. Merriweather noted that the sixth-grade campus entrance will be redesigned in September so that it is easier to check in people one by one, and the 7/8 grade campus will receive a security vestibule during the summer of 2025.
 - iv. Options for the \$45,000 security grant include a School Resource Officer (SRO), sharing a SRO with another school, adding ballistic film to windows, fencing, additional exterior lighting, student ID systems, additional badge readers, additional interior and exterior cameras, non-instructional security aids, 2-way radios, window coverings/blinds, additional metal detectors, and clear bookbags for students. Dr. Merriweather surveyed the Sutton Administrative Team who agreed that additional interior and exterior cameras (to help fix current blind spots, particularly at the 6th grade campus), additional exterior lighting for both campuses (parking lots are pitch black at night), and ballistic film on windows would be their preferred uses for the grant. While ballistic film on exterior windows might be cost prohibitive, Dr. Merriweather is going to explore ballistic film on classroom door windows. Egan noted that Morris Brandon partnered with a security consultant that walked the campus to give security suggestions. The consensus from the GO Team was that the three priorities ranked by the administrative team were ones that made sense. The idea of student IDs was discussed briefly but was not identified as an immediate priority. Dr. Merriweather is going to

follow up on ballistic film on classroom doors to see how much that would cost, and we can discuss this more at a future meeting.

V. Information Items

- a. Principal's Report: no additional information
- b. Cluster Advisory Team Report: Wismer reiterated the importance of completing the calendar survey.
- c. DLI Spanish Achievement Advisory Committee Report: Egan reported that the committee had their first meeting on February 29, 2024. She has been in touch with Dr. McKenzie with APS World Languages, and two of her team members, Ms. Grethel Pedroarena (APS DLI Coordinator) and Melissa Radu (APS DLI Instructional Coach), joined the meeting. Ms. Medina (Sutton ESL and DLI Coordinator) created a presentation of DLI Sutton MAP scores which was helpful. The primary goal of the meeting was to set up a meeting cadence. The committee will hold bi-weekly meetings on Tuesday evenings. The next meeting is scheduled for March 19 and the last meeting will be in the middle of May, skipping the week of spring break. The committee's hope is to have more guidance from APS on how to benchmark Sutton DLI student achievement data at the next meeting. APS World Languages has indicated that MAP data may not be the best benchmark because it is not normed, so the committee will discuss the best data to use as a benchmark for Sutton DLI students.
- d. Bus Transportation Update: the GO Team reviewed a draft of the letter it is planning to send to the APS Department of Transportation at the last meeting. Achey indicated that at last meeting the GO Team also discussed including that teachers are also affected by the transportation issues and including information about previous meetings between Sutton administrators and APS Transportation officials. Achey is going to include these items and will plan to send out letter by Friday. Once the letter is sent out, Dr. Merriweather will share it with the Sutton community.

VI. Announcements

- a. APS student calendar survey window is currently open and will close March 15. Egan asked if the administration had an opinion on the calendar options. The teachers remarked that the current calendar (Option 1) was the preferred choice for most teachers.
- b. There will be upcoming end of the year GO Team surveys to complete.
- c. Achey announced that our last GO Team meeting of the year is scheduled for April 9th.

VII. Public Comment: Nobody signed up for public comment.

VIII. Adjournment

Motion made by: Collins; Seconded by: Jones

Members Approving: All

Members Opposing: None

Members Abstaining: None

Motion Passes

ADJOURNED AT 6:14 p.m.

Minutes Taken By: [Laura Collins](#)

Position: [Secretary](#)

Date Approved: [4/9/2024](#)