



Beaches Chapel School
Initial School Advisory Council Meeting
Monday, November 18, 2024
AGENDA AND MINUTES

Welcome, Prayer and Introduction

- Don Culbreth – Church Elder- Absent
- Catherine Griffith – School Parent- Present
- Charlotte Dolansky – Preschool Director -Present
- Heather Fields – School Parent, Church Member- Present
- Jen Bradstreet – School Parent, Church Member-Present
- Carlee Costantino – Lower School Teacher-Present
- Kellie Runday – Upper School Teacher-Present
- Craig Musselwhite – School Parent- Present
- Sean Specie – School Parent-Present
- Kathy McWilliams – Interim Principal-Present
- Ben Harrell – Church Leader-Present

- James McDonald- Pastor- Present
- Terri Stahlman – School Facilitator -Present

School Update

Dr. Terri Stahlman

- **Principal and Vice Principal Vacancies**
- **Beaches Chapel School as 50-year Ministry**
- **Faculty and Staff Survey Feedback**
- **Parent Survey Feedback**
- **PTO Meetings**
- **Lower School Meetings**
- **Individual Teacher and Parent Meetings**
- **Principal and Assistant Principal Screenings and Selection**

Purpose of School Advisory Council

Dr. Terri Stahlman

Roles and Responsibilities for SAC

Dr. Terri Stahlman

Next Steps:

- Review the Parent and Faculty Feedback for Trends and Priorities
- Review of the Accreditation Process
- School Improvement Plan for 2025

- Review of School Financials
- 50-Year School Celebration
- January Meeting Date and Time
- Additional Members-School Support Personnel and Independent Business Leader

Introduction:

Dr. Stahlman introduced herself and shared her prior professional experiences as Teacher, Principal, Assistant Superintendent, Chief Technology Officer, School Improvement Coach and Consultant. One of the highlights of her experiences was building a brand-new school from the ground up developing all the governance, advisory, shared decision making, and hiring processes as well as establishing a positive culture of learners and leaders that continues to thrive 25 years later.

She also shared that she is the proud parent of three adult children who she actively raised to love Jesus and be baptized as believers. They continue to be walk out their faith on a daily basis.

Dr. Stahlman explained that this was an initial organization meeting with only an hour to meet and explain the purpose of having a School Advisory Council. Future meetings will be working meetings with extended time to work together.

Principal and Vice Principal Vacancies, Screening and Selection Process

Dr. Stahlman shared new, rigorous job descriptions were written and posted on INDEED with 147 applicants. 57 of them were paper screened as possible candidates for interviews. Five applicants were interviewed. Two applicants were offered positions. Both applicants are in the process of contract review and determining start dates. We hope to announce both candidates by the end of the week.

Beaches Chapel School as 50-year Ministry

Dr. Stahlman shared that the church elders and pastor are committed to continuing their support of the 50-year school as a ministry of the church. The elders and pastor have no desire to be part of the operational decision making of the school, but systems need to be put into place to make this clear. Recent decisions fell on the Senior Pastor as there was no organizational structure for the school principal to report to for collaborative decision making. This will be resolve as the year unfolds and as we develop clear systems for advisory, governance and due process which will be communicated to all stakeholders.

Faculty and Staff Feedback

Faculty and Staff were given the opportunity to provide individual feedback via survey. Survey data was aggregated and shared with the faculty and staff for reflection. Faculty and Staff Survey feedback was provided to all members to review for trends and patterns to discussed areas to prioritize for action steps for school improvement in January.

Parent Survey Feedback

Parents were given the opportunity to respond to a Parent Survey with 77 parents responding. This data was aggregated and provided to PTO at their last meeting. The detailed data and comments will be provided to the SAC members to review for trends and patterns to discuss areas to prioritize for action as well as explore potential solutions and suggestions being offered. The data provided to SAC will be anonymized, but original copies will be retained for future reference.

These two documents will need to be cross-referenced and prioritized to choose the most important action items for immediate school needs.

PTO Meetings, Lower School Meetings and Individual Teacher and Parent Meetings

Dr. Stahlman shared that she had met with the Faculty and Staff twice for feedback and information about what they were looking for in the next principal candidate, as well as meeting with Lower School Teachers about their needs and concerns. She has also meet with individual teachers and parents that had requested to talk with her about their individual needs and concerns.

Purpose of the School Advisory Council

Dr. Stahlman presented an Organizational Draft as a starting point for SAC members to consider as a way of work. She highlighted 6 key purposes for the SAC. In addition, she presented a proposal for Council Membership, Council Roles and Council Bylaws. This Organization Draft is attached for review, revisions and consensus at our January meeting. Council members were asked to really think about the starting points and identify any areas that need to be added or eliminated. Dr. Stahlman explained that she researched both public education, private education and corporate advisory groups to create a draft that might work for Beaches Chapel School.

Dr. Stahlman made it clear that this council was strictly advisory to the school principal bringing members individual expertise, experiences and guidance to the table to help guide future school improvement planning strategies. The SAC agreed that this would not be a voting council but one that would make decision based on consensus

One key purpose that Dr. Stahlman presented was that of the SAC serving as a developmental arm of the school. Currently Beaches Chapel has no one doing development work to generate funding to expand opportunities for students, teachers or parents. She challenged the Council to consider a 50-year School Celebration that might involve activities like family devotionals for 50 days, a student prayer walk, a sponsored brick for each year of the school existence etc. as a way of jumpstarting some thinking among council members about how to be actively involved in the school improvement process. These were just ideas and examples. No decision was made to move forward.

Next Steps were given to Council Member to complete prior to the January meeting.

1. Review and cross reference the faculty and staff survey results with the parent survey results for trends and priorities. These surveys will be sent digitally to SAC members.
2. Review the Organization Draft and bring suggestions and changes for improvement to the next meeting.
3. Review the last Accreditation Report and last annual Accreditation update to develop an understanding of the standards that are expected by FLOCS. She suggested that we use the Accreditation report as a foundation for building a working School Improvement plan that was a true working document, not just an activity with the school principal providing midyear feedback to the Council on progress made. These will be sent digitally to SAC members.
4. Members were asked to think of a business or community representation that was not a parent or church member to join the SAC.
5. Kathy McWilliams was asked to have the school support employees pick a representative to serve on the SAC.
6. The next meeting was scheduled for Thursday, January 23 from 4:30-6:00pm. **Post meeting, Kathy McWilliams communicated that this is Open House at Beaches Chapel School so we will meet on Tuesday, January 21 from 4:30-6:00pm in the multipurpose room/nursery.**

Council members were invited to introduce themselves and the role they represented on the SAC. Nine parents fish bowled the meeting and also were invited to introduce themselves. These parents included:

1. Trey Hartinger
2. Jonathan Vaughn
3. Bronwyn Fillion
4. Lauren Merriam
5. Tammy Richards
6. Jenny Connell
7. Caroline George
8. Spencer Brogden
9. Karen Watson

SAC's next meeting will be Tuesday, January 21 from 4:30 to 6:00pm in the multipurpose room.

**Beaches Chapel School
School Advisory Council
ORGANIZATION DRAFT
November 18, 2024**

Purpose

- To providing guidance, education, and advice in their area of expertise to academic programs, the development of new programs, and identify best-practice standards.
- To serve as ambassadors promoting the school within their network and providing a connection to and ongoing exchange of information and ideas with members of stakeholder groups
- To provide open and accurate communication to representative groups
- To assist in the preparation and evaluation of the schools' improvement plan and accreditation report
- To assist in the preparation and review of the school's annual budget.
- To assist in development initiatives to support the school program and school improvement plan
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Council Membership

- The school principal and an appropriately balanced number of teachers, education support employees, parent and other business and community citizens.
- Council members who represent teachers, education support employees, students and parents shall be elected by their respective peer groups at school. Business and Community citizens shall be invited by the SAC member consensus.

Council Roles

The council will elect a Chairman, Vice Chairman and Secretary.

- The **Chairman** will be responsible for assisting the principal in planning and coordinating the monthly SAC meetings which will focus on the identified purposes of the SAC.
- The **Vice Chairman** will support the Chairman and principal in planning and conducting meetings and development initiatives.

- The **Secretary** will record and provide minutes to each member of the School Advisory Council with a historical copy provided each month to the school principal for documentation.

Council Bylaws

The council should adopt bylaws establishing procedures for:

1. Requiring a quorum to be present before consensus may be taken by the school advisory council. A majority of the membership of the council constitutes a quorum.
2. Requiring at least a 3 days advanced notice in writing to all members of the advisory council of any matter that is schedule to come before the council for consensus
3. Schedule meetings when parents, teachers, business persons and member of the community can attend. (monthly or quarterly?)
4. Replacing any member who has two unexcused consecutive absences from a school advisory meeting that is noticed according to procedures in the bylaws.
5. Record minutes of the meetings.
6. Term Limits