



DEPARTMENT OF DEFENSE  
EDUCATION ACTIVITY  
AMERICAS SOUTHEAST DISTRICT  
GEORGIA / ALABAMA COMMUNITY  
5701 SANTA FE ROAD  
FORT BENNING, GEORGIA 31905-2724

July 29, 2016

**MEMORANDUM FOR FORT BENNING SCHOOL BOARD**

**SUBJECT: Fort Benning School Board Meetings for SY 2016-2017**

The Fort Benning School Board is scheduled to meet on the fourth Monday of each month from August 2016 – May 2017. There will need to be VTC capability at each meeting location.

- August 2016 – No School Board Meeting
- Monday, September 26, 2016 - 1300, Community Superintendent's Board Room
- Monday, October 24, 2016 – 1300, Community Superintendent's Board Room
- Monday, November 28, 2016 - 1300, Community Superintendent's Board Room
- Monday, December, 2016- No Meeting
- Monday, January 30, 2017 - 1300, Community Superintendent's Board Room
- Monday, February 27, 2017 - 1300, Community Superintendent's Board Room
- Monday, March 27, 2017 - 1300, Community Superintendent's Board Room
- Monday, April 24, 2017 – 1300, Community Superintendent's Board Room
- Monday, May 15, 2017 - 1300, Community Superintendent's Board Room

Principals, or their representative, will attend these meetings and provide briefs on current events. I will provide a secretary who will take minutes for each meeting and provide typed minutes to me to review with the School Board President prior to the school board meeting. The School Board President, will present the minutes at the school board meeting for the purpose of feedback or adopting the minutes.

I will ask that the Garrison Commander, or his designee, attend the school board meetings. They will be seated at the school board table but are not a voting member.

The school board agenda will be developed collaboratively between the School Board President and me. The School Board President will collect input from the school board members to assist with the development of the agenda. Each month, I along with the Fort Benning Schools staff, will provide the school board with updates on the following: financial, MILCON projects, student enrollment, Curriculum/Instruction/Assessments (CIA), principals report current events,

DDESS-FB

Subject: Fort Benning School Board Schedule

personnel vacancies and new hires, and the status of the Student Meal Program. These topics will be on the agenda each month throughout the school year.

Finally, I would like to communicate how honored I am to be working with the Fort Benning Schools and community. In an effort to continue to build relationships, transparency, and stakeholder involvement in our continuous school improvement efforts, I am scheduling dates to take the Fort Benning School Board and Garrison Commander's team on an instructional tour of the school. The principal and their Continuous School Improvement (CSI) team will provide an overview of their school goals and then take us to visit classrooms. We will end the tour with a question and answer session with the School Board and Garrison Commander's team. This scheduled event is not intended to be sent to the public but is strictly for school board members and the Garrison Commander's team. Parent input and collaboration is also an essential part of school improvement efforts. In order to involve parents, each school will advertise the dates, time and location of their Continuous School Improvement meetings and invite parents to participate if they wish.

The Garrison and School Board are key stakeholders in the continuous systems improvement process. The school visits will promote feedback on the district's efforts to meet the following AdvancED system standards for quality.

**Focus of School Board Visits:**

1. Review of each school's vision and mission (AdvancED Systems Standards 1.2 & 2.5)
2. Classroom visits to showcase integration of technology and STEAM (AdvancED Systems Standards 3.8 & 4.6)
3. Co-teachers for inclusion (AdvancED Systems Standard 3.12)
4. Using data to guide instruction (data walls, over view of data collected and used during CSI, collaboration, etc.) (AdvancED Systems Standard 5.5)
5. Review of extracurricular activities, partnerships, intervention programs, gifted programs, and other programs that support our families (AdvancED Systems Standard 3.7)

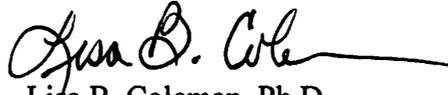
**School Visits - 9:30 – 11:30**

15 SEP 2016	McBride Elementary
13 OCT 2016	Dexter Elementary
3 NOV 2016	Stowers Elementary
1 DEC 2016	Faith Middle
5 JAN 2017	Wilson Elementary
26 JAN 2017	E. A. White Elementary
2 FEB 2017	New E.A. White (new location)

DDESS-FB

Subject: Fort Benning School Board Schedule

If you have questions, concerns, or suggestions please don't hesitate to contact either one of us at any time. Again, I look forward to developing a continuous partnership with each of you.

A handwritten signature in black ink, reading "Lisa B. Coleman", followed by a horizontal line extending to the right.

Lisa B. Coleman, Ph.D.  
GA/AL Community Superintendent  
DoDEA Americas Southeast District

Cc: Dr. Christy Huddleston, DoDEA Americas Southeast District Superintendent