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| **Time** | **Agenda Item** | **Presenter** |
| 03:00 PM | Call Meeting to Order at 3:02 In attendance: Bearden, Dibert, Shigley, Tackett, Esmonde, Johnson, and McDonald Guest: Katie Kinsey, FCS SGC support | L. Bearden |
| 03:01 PM | Action Item: Approve Agenda  Motion to Approve: Johnson Second: Esmonde | L. Bearden |
| 03:03 PM | Action Item: Approve Previous Mtg Minutes  Motion to Approve: Esmonde Second: Shigley | L. Bearden |
| 03:05 PM | Action Item: Review Meeting Norms | L. Bearden |
| 03:06 PM | Action Items for July Meeting   * Elect officers   + Due to 3 members absent postpone to August * Set Committee Members and Chairs   + Budget: Bearden, Dibert, Tackett, Esmonde   + Communications and Outreach: Bearden, McDonald, Johnson, Shigley   + Chairs will be elected in August * Set Calendar for Meetings   + 4th Wednesday at 3 pm for August, September, October, January, February, March, and April   + Exceptions: November/December Mtg will be Nov 29th at 3 pm and May Meeting will be May 15th @ 3 pm |  |
| 03:16 PM | Discussion Item: PTO Update   * Bearden met with co-Presidents: Kim Beahm and Staci Meinhardt on Monday   + PTO will pay for window coverings and playground fence screen   + PTO will have a 23-24 year-at-a-glance calendar for parents with PTO and school events   + Preplanning: PTO will greet teachers on Mon. July 31st and will host a luncheon for teachers on Fri. Aug 4th   + Before School Starts Activities for Families     - New K Family Meet/Greet on August 3rd at 10:30 Broadwell Pavilion     - New SHE Family Meet/Greet on August 3rd at 5 pm in SHE cafeteria | PTO Representative |
| 03:20 PM | Discussion Item: Principal Update   1. Enrollments and Allotments    1. Enrollments are high for 1st, 4th, & 5th but have not surpassed FCS class max. Dr. B will update counts at August mtg.    2. Teacher allotments have not changed to present 2. Perception Survey and Balanced Scorecard Dashboard    1. August SGC meeting will include 30 additional minutes for data dig 3. Student Achievement Update    1. GMAS scores are now available through state platform. SHE will send home GMAS and iReady reports at 9 weeks    2. 2nd grade students are at 89% reading at or above grade level    3. Dr. B will present more indepth at August meeting | L Bearden |
| 03:30 PM | Discussion Item: Supt Parent Advisory Council Update  No update | L. Bearden |
| 03:40 PM | Discussion Item: Community Outreach/Communication  No Update | L. Bearden |
| 03:50 PM | Action Item: Set Agenda for August 23rd Mtg @ 3 pm in PCR   * Action Item: Elect Officers and Committee Chairs * Review all calendar dates to ensure all members have these dates/times available: 8/23, 9/27, 10/25, 11/29 for Nov/Dec, 1/24, 2/28, 3/27, 4/24, and 5/15. All times are 3 pm in PCR. * Principal Update:   + Update on Allotment and Enrollment   + Review for committee start of school activities   + Perception survey data analysis   + Student Achievement Update   + Safety/Security Update   + Plan for Fieldtrips for 23-24   \*\*Invite Lillie Pozatek and Vicki Otto to SGC Meeting | L. Bearden |
| 04:00 PM | Meeting Adjournment  Meeting adjourned at 3:36 pm | L. Bearden |

**Notes and Reminders**

We at the Governance and Flexibility team hope that this sample agenda is helpful and provides some general guidance for your first meeting of the coming school year. Below are some tips and additional details about the agenda items listed on the first page of this document. We hope you have a restful summer and are looking forward to working with everyone in the fall.

**Setting the date, time and location of your meetings**: It’s a great idea to set your meeting schedule for the entire fall semester (if not the entire year) at your first meeting. Get this information posted at your school and on your SGC website at least 7 days prior to your meeting and you will have covered many requirements of the Open Records and Meetings Laws.

**Action Items**: Don’t forget that all action items require a motion, a second and a vote (even seemingly simple things like the agenda and meeting minutes need to be voted on).

\***Discussion Items** do not require a motion, a second, and a vote. However, if a discussion item generates an action item or potential action item, that item may be added to the next agenda as an action item.

**Running the meeting**: Typically, the SGC chair will own running most action items on the agenda. Another council member may take over, depending on the item. In the absence of the SGC Chair, the Vice Chair will run the action items.

**Establishing/Reviewing meeting norms**: It’s a great idea to discuss and create norms that your SGC feels will work well for them. Include these at the beginning or end of your agenda and take the time to review them throughout the year to ensure that your meetings run smoothly and productively.

**Reviewing your Council Self-Assessment**: The first meeting of the new school year is a great time to discuss the results of your Council Self-Assessment and make any changes or flush-out any concerns that the team might have before diving into the upcoming year’s work.

**Reviewing the Exceptional Council Score Card:** Council Score Cards will be available to SGC members in mid-July. This is the first year that councils have received efficacy scores so take a few minutes at your first meeting to celebrate any successes and address areas of growth for the coming year of governance.

**Registering for SGC member training or conference opportunities**