



Bethune SGC

MEETING MINUTES

Fulton County Schools

Date | time 8/30/2023 | 5:30pm | Location Microsoft Teams

SGC Website: <https://school.fultonschools.org/es/bethune/Pages/default.aspx>

Date | time 8/30/2023 | 5:30pm **Virtual** Public may attend the meeting by joining this link: [Mary M. Bethune SGC meeting 8.30.23](#)

Council Members: Mrs. Evans, Principal | Mr. Dobson, School employee | D. Holmes, Teacher|, Mr. Moore, School employee | Mrs. Gibson, Teacher | Mr. Starke, School employee| Ms. West, School employee| Ms. Cummins, Community member | Mr. Keyton, Community member | Ms. Lewis, Parent |

Time	Item	Owner
5:30pm	Call to Order	Chair
5:35pm	Action Item: Approve Agenda	Chair
5:40pm	Action Item: Approve May 2023 Meeting Minutes	Chair
5:45pm	Discussion Item: Member Introductions -Guest SGC member: Gina Foster	Council
5:50pm	Action Item: Establish SGC meeting calendar FY 2023-2024 -SGC Mtg Dates: Aug 30 th , Sept 27 th , Oct 18 th , Nov 15 th , Jan 24 th , Feb 21 st , Mar 20 th , April 17 th , May 22 nd @ 5:30pm via TEAMS	Council
5:55pm	Action Item: Vote on new officers- (Chair, Vice chair, Parliamentarian) -Chair, Dwan Dobson -Vice Chair, Danielle Holmes -Parliamentarian, Michole Gibson	Gina Foster/ Council
6:00pm	Action Item: Nominate Representative- (Superintendent's Parent/Community Advisory Council) -Parent, Sonya Lewis	Council
6:05pm	Discussion Item: Principal's Update A. School Vision 2023/2024 B. Parent Weekly Newsletter and Title 1 Annual Mtg C. Community Outreach- "Grands" Event	Principal

Time	Item	Owner
6:10pm	Action Item: Staff Standing Committees- (Community Outreach committee, Budget Finance committee, Principal Selection committee) -Community Outreach: Dwan Dobson, Danielle Holmes, Philip Starke, Cassandra West -Budget/Finance: Dwan Dobson, Michole Gibson, Philip Starke, Sonya Lewis, Whitney Butts -Principal Selection: Dwan Dobson, Danielle Holmes, Michole Gibson, Sonya Lewis	Gina Foster/Council
6:20pm	Discussion Item: Set Next Meeting Agenda -SGC Big Wig Goals for 23-24 -SGC Calendar Invites -Next SGC meeting- Sept 27 th , 2023	Principal/ Chair/Council
6:30pm	Meeting Adjournment	Chair

Meeting Norms

Come Prepared | Be Respectful of Others' Opinions | Work for the Good of All Students

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 this year.

* **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).

* **Running the first meeting:** Note that in the sample attached the principal ran the meeting until officers were elected and a chair could take over. This is a great practice as there will not technically be a standing chair at the beginning of the first meeting of the year. (Note: if the previous chair is still sitting on the council, they are welcome to run the beginning of year meeting until a new chair is elected)

* **Staffing your committees:** Remember that all SGC members should be a part of at least one committee. The Budget and Finance Committee and the Communications and Outreach Committee require a Chair (any voting SGC member), the principal, three voting SGC members and can have up to three additional SGC or external members. Also, every school needs a Principal Selection Committee regardless of whether they believe that their principal position might become vacant. This committee is comprised of the SGC Chair and three additional voting SGC members. To access committee training click here: [Committee Training](#)

* **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. The results of last year's self-assessment will be shared with councils in early July.

* **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.

* **School Governance Training for New Members:** All members are required to complete the onboarding process. To access the on-line training click here: [School Governance Training](#)

* **Charter System Website:** Additional information about the FCS Charter System, resources for councils and Governance & Flexibility Team contacts can be found by clicking here: [Charter System Website](#)