



AGENDA

Stonewall Tell School Elementary School

SGC Meeting

Date | time 10/24/1919 | 4:30pm | *Location* Admin. Conference Room

SGC Members

Mr. Philip Hammonds, Principal | Kamasia Wright, Teacher | Sheila Bledsoe, Teacher | Terence Moody, Appointed Staff | Alanna Johnson, Parent | Rakesha Shank-Jones, Community Member | Waymondo Brown, Parent | April Case, Parent | Reggie Davis, Community Member | Max, Community Member |

Time	Item	Owner
1 min	Call to Order	Hammonds
1 min	Action Item: Approve Agenda	Hammonds
1 min	Action Item: Approve September Meeting Minutes	Hammonds
10 mins	Discussion Item: CCRPI	Hammonds
10 mins	Discussion Item: Stonewall Tell Foundation	Hammonds
10 mins	Safety and Security	Flounnory
2 mins	Discussion Item: Set Next Meeting Agenda	SGC Chair
1 min	Meeting Adjournment	SGC Chair

Meeting Norms

Silence All Car Phones and Pagers | Come Prepared with Finalized Overhead Projector Slides for All Presentations | Store All Cassette Players and Boom Boxes in Secretary Office Before Meeting Begins | 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 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).

* **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)

* **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.

* **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 or not they believe that their principal position might become vacant. This committee is comprised of the SGC Chair and three additional voting SGC members.

* **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 the 2nd Annual SGC Conference:** The Governance & Flexibility Team will be hosting its second district-wide school governance conference "Join the Journey" on Saturday, September 21st from 8:00am until 12:30pm at Riverwood High School. To register click [here](#) or visit <https://tinyurl.com/SGC2019Conference>.