



AGENDA

Parklane Elementary School Governance Council

Date | time 11/13/2019 | 3:00pm | *Location* Parklane Media Center

SGC Members

Time	Item	Owner
3:00	Action Item: Call to Order	Mr. Billingslea
3:02	Action Item: Approve Agenda	SGC Members
3:04	Action Item: Read and Approve September Meeting Minutes	Mr. Billingslea
3:07	Action Item: Review Self-Assessment Results	Mr. Billingslea
3:17	Action Item: Review Monitoring Tool	Mr. Sanders
3:27	Discussion Item: Needs for upcoming State of the Cluster	SGC Members
3:32	Action Item: Set next meeting agenda action items	Mr. Billingslea
3:34	Action Item: Meeting Adjournment	SGC Members

Meeting Norms

1. Respect for time by being on time and ending on time. Respect the agenda.
2. Authentic conversations with respect of other's opinion.
3. Collaborate toward actionable goals and objectives.
4. Maintain data integrity.
5. Strive towards new innovations.

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 front 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 meeting:** 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 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.

* **Discussing your Strategic Plan:** Whether your school will be crafting a new Strategic Plan this year (Cohort 2 and 3 Schools) or making adjustments to your current Strategic Plan (Cohort 1 Schools) it's a great for your council to spend some time talking about what has been successful and what areas could still use improvement in your plan. The Governance and Flexibility team will be getting you additional information this summer about the work you will be doing with your Strategic Plan in the fall.