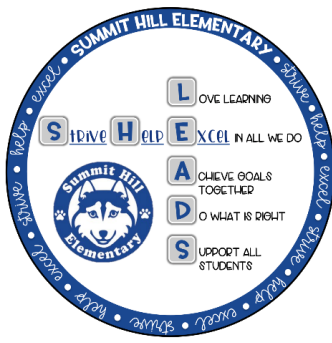


Summit Hill Elementary School Governance Council Agenda for August 23, 2023 @ 3:00 pm

SGC Members: Lorrie Bearden, Principal; Appointed Staff: Deb Leeson; Kristen Reittenbach Elected Teachers: Tiara Atkinson, Beverly Vanacore; Elected Parents: Kelly McDonald, Caylee Esmonde, & Mary Ryan; Community Member: Juliette Johnson & Brian Rawls-McQuillan

Time	Agenda Item	Presenter
03:11 PM	Call Meeting to Order	L. Bearden
03:12 PM	Action Item: Approve Agenda (Motion to approve Ryan, Second Esmonde)	L. Bearden
03:13 PM	Action Item: Approve Previous Mtg Minutes)	L. Bearden
03:14 PM	Action Item: Review Meeting Norms	L. Bearden
03:15	Action Items for July Meeting <ul style="list-style-type: none"> • Elect officers (Requires Vote) • Set Committee Members and Chairs <ul style="list-style-type: none"> ○ Budget: Bearden, Dibert, Tackett, Esmonde ○ Communications and Outreach: Bearden, McDonald, Johnson, Shigley • Set Calendar for Meetings <ul style="list-style-type: none"> ○ 4th Wednesday at 3 pm for August, September, October, January, February, March, and April Exceptions: November/December Mtg will be Nov 29 th at 3 pm and May Meeting will be May 15 th @ 3 pm	L. Bearden
03:06 PM	Discussion Item: PTO Update	PTO Representative
03:15 PM	Discussion Item: Principal Update <ul style="list-style-type: none"> A. Current Enrollment numbers and allotments B. 2022-23 Student Achievement Review C. 2022-23 Perception Survey Data Dig and Next Steps 	L Bearden
04:00 PM	Discussion Item: Supt Parent Advisory Council Update	L. Bearden
04:15 PM	Discussion Item: Community Outreach/Communication	L. Bearden
04:25 PM	Action Item: Set Agenda for September 27 @ 3 pm in PCR	L. Bearden
04:30 PM	Meeting Adjournment	L. Bearden

SGC Meeting Norms: Silence Devices | Be Prepared and Engaged | Share Opinions Openly | Assume Good Will |
Work for the Good of All Students | Attention to Time



Summit Hill Elementary School Governance Council Agenda for August 23, 2023 @ 3:00 pm

SGC Members: Lorrie Bearden, Principal; Appointed Staff: Deb Leeson; Kristen Reittenbach
Elected Teachers: Tiara Atkinson, Beverly Vanacore;
Elected Parents: Kelly McDonald, Caylee Esmonde, & Mary Ryan;
Community Member: Juliette Johnson & Brian Rawls-McQuillan

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

SGC Meeting Norms: Silence Devices | Be Prepared and Engaged | Share Opinions Openly | Assume Good Will |
Work for the Good of All Students | Attention to Time