



Paul D. West Middle School

Where improvement is a process, not a destination

21-22 School Governance Council

Date: February 16, 2022 **Time: 5:00 p.m. – 6:00 p.m.** **Location: TEAMS**

Meeting Norms: Start and End on Time, Be Respectful of Others' Opinions, Work for the Good of All Student

AGENDA

Time Item	Owner
5:00pm Action Item: Call to Order	Chair
Action Item: Approve Agenda	Chair
Action Item: Approve October Meeting Minutes	Chair
Discussion Item: Review Meeting Norms	All Members
5:15 pm Discussion Item: February 2022 SGC Meeting Exercise: Outreach & Ensuring Competitive Elections* (See Page 3) Communications	Committee chair
5:45 pm Action Item: Annual Budget Proposal **	Chair
Discussion/Action Item: Charter Dollars Expenditures***	Chair
Discussion Item: Schedule Committee Meetings**** .	Committee Chairs
• Budget & Finance- Preparation for Budget Approval	
• Communication & Outreach- Preparation for Elections	
Update: Donation Process	Chair
Discussion Item: Community Meeting Informational Share	Chair
Discussion Item: Specifics on school uniforms. Parent Chair informational sheet on specifics surrounding uniforms	
5:30 pm Informational Item: Principal's Update (Presentation)	Principal
Discussion Item: Set Next Meeting Agenda	Chair
5:55pm Action Item: Meeting Adjournment	Chair

Notes from the Governance and Flexibility Team

* Important Dates: The window for Candidate Declaration will be February 2nd – March 2nd. The voting window will be March 23rd – March 30th.

** All elementary schools must complete the annual budget approval process prior to February 25th. Middle and high school budgets must be approved by March 4th and March 11th respectively. Councils must complete the Annual Budget Approval form by the aforementioned dates.

***All schools received \$44,500 at the beginning of the school year to support strategic goals & initiatives. These funds must be voted-on and approved by most council members before they can be used for any purchases. All



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**** Below are the recommended council and committee meeting dates related to the Budget Approval process and SGC Elections.

Budget & Finance Committee Meeting (1 – 2 weeks prior to Council Meeting) - Purpose: Detailed discussion between members and principal regarding cost center allocation decisions; Plan for presenting budget decisions to council for approval and sharing decisions with stakeholders

Council Meeting (1 – 2 weeks prior to Budget Closure) - Purpose: Annual Budget Proposal by principal and committee members culminating in a vote by the council to finalize and approve allocation decisions for the coming school year

Outreach & Communication Committee Meeting (January) – Purpose: Plan for securing parent/teacher candidates to ensure competitive elections

Outreach & Communication Committee Meeting (February) – Purpose: Plan for sharing candidate information with constituents and promoting voting



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February 2022 SGC Meeting Exercise: Ensuring Competitive Elections	
Focus:	Ensuring Competitive Elections
Purpose:	Preparation for Spring SGC Elections for Parents and Teachers.
Time:	20 – 30 Minutes
Facilitator:	Outreach & Communications Chair (or Designee)
Exercise:	<ol style="list-style-type: none"> 1. Take some time to discuss the challenges and successes your council experienced with SGC elections last spring. How many candidates declared at your school last year? What was the voting turn-out at your school last year? What strategies did the council engage-in to promote elections? <i>(5 – 7 minutes)</i> 2. Review the council rosters sent out by the Governance Team in January to ensure they are accurate and that the team understands who will be rolling-off the council this year. Remember that if a council has two parents rolling-off, they'll need at least three parents to participate in elections to ensure a competitive voting process. <i>(5 – 10 minutes)</i> 3. Ask the council to brainstorm strategies to garner parent and teacher candidates for this year's elections. Reference the SY2022 SGC Elections Guide for detailed information about elections and resources provided by the Governance & Flexibility Team. What are some ways in which the council could inform the community about the role of SGC and encourage participation? <i>(5 – 7 minutes)</i> 4. Create an action plan to drive candidate declarations and voting at your school. Task the members of your Outreach & Communications Committee with carrying out some of the strategies discussed in your today's meeting. Consider working with your school's leadership team or other organizations (PTA, PTO, etc.) to encourage participation in elections. <i>(5 – 10 minutes)</i>
Next Steps:	Create an action plan to drive candidate declarations and voting at your school. Task the members of your Outreach & Communications Committee with carrying out some of the strategies discussed in your today's meeting. Consider working with your school's leadership team or other organizations (PTA, PTO, etc.) to encourage participation in elections.



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