



Paul D. West Middle School

Where improvement is a process, not a destination

20-21 School Governance Council

Date: April 20th, 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 Students

Council Members												
Membership	Parent	Parent	Parent	Teacher	Teacher	Principal Appointed	Principal Appointed	Community	Community	Non-Voting Member	Non-Voting Member	Membership
Name	Whitney Walker Term ending 6/30/22+	Alexis Blue Term ending 6/30/23	Ms. Isabel Toledo 6/30/22+	Jaya Davillier Term ending 6/30/22+	Lorna Dixson Term Ending 6/30/23	Joan Gage Term ending 6/30/22+	Tevin Smith Term ending 6/30/23	Ebony Kelly Term ending 6/30/22+	Amanda Archer Term ending 6/30/23	Dr. April Thomas	Dr. Darrell Stephens	Name
Board Position	Member	Member	Member	Chair	Member	Parliamentarian	Vice Chair	Member	Member	Member	Member	Board Position

AGENDA

Time	Item	Owner
5:00 pm	Procedure: Call to Order	Chair
5:02 pm	Action Item: Approval of Agenda	Chair
5:05 pm	Action Item: Approval of February Meeting Minutes	Chair
5:10 pm	Discussion Item: Review Meeting Norms	All Members
5:15 pm	Discussion Item: Discussion Item: SGC Elections*	Principal
5:20 pm	Discussion Item: Election and Marketing Activity (see page 2)	Principal
5:30 pm	Discussion Item: Election Update	Outreach and Communication
5:35 pm	Discussion Item: Principal's Update	Principal
5:45 pm	Discussion Item: Council Surveys** A. Council Self-Assessment B. Principal Feedback Survey	Chair
5:50 pm	Discussion Item: Set Next Meeting Agenda	Chair
5:55 pm	Action Item: Meeting Adjournment	Chair

Notes from the Governance and Flexibility Team

*Updated Elections Timeline: - Candidate Declaration Window Closed: Tuesday, April 12 (8:00pm) -

Voting Window: Wednesday, April 20 (8:00am) – Wednesday, April 27 (5:00pm). The Candidate names and declaration statements will be sent to the schools after the declaration period closes. The goal of the Governance & Flexibility Team is to have 100% of eligible parents and teachers vote in the elections this year.

**Both the Council Self-Assessment and the Principal Feedback Survey will be sent to SGC members' FCS e-mail addresses. These surveys should be completed by all members by May 31st. If you encounter difficulties accessing your FCS e-mail address, please contact the IT Helpdesk at (470)254-4357.



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March SGC Meeting Exercise: Get Out the Vote!



Focus:	Community and Collaboration
Purpose/Outcome:	Educate and excite all stakeholders in the election and voting process.
Time:	15 minutes
Facilitator:	Communications & Outreach Committee Chair (or Designee)
	<p><i>The Communications & Outreach Committee Chair may consider having the Elections Guide pulled out and available for reference during this activity.</i></p> <p>The Communications & Outreach Committee Chair will lead the discussion in reviewing progress in the elections process and facilitation of a discussion of next steps and/or plan of action for the remaining election window:</p> <p>The Communications & Outreach Committee Chair will begin the discussion with the council by reviewing the purpose of SGC elections and posing the following questions to the council with a few minutes between each question for discussion.</p> <p>Why Vote? How has the council shared the message about the importance of declaring and voting in the SGC election process? The council will develop a one-minute elevator speech or any form of communication about the importance of voting in the SGC Election.</p> <p>How do I Vote? The Communications & Outreach Committee Chair will review the logistic of the voting process.</p>



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<p>SGC VOTE ELECTIONS</p> <p>Look for the Ballot in Your Email</p> <p>Click on Your Personal Link to Vote</p> <p>Fill Out Your Ballot</p> <p>Submit</p>	<p>Reminders for Voting:</p> <ul style="list-style-type: none"> - Email is connected to Infinite Campus - Check your email and junk mail - Each parent will get a unique link <p>The council will discuss strategies they will use to share these reminders with stakeholders (parents and teachers).</p> <p>How are Results Shared?</p> <p>The Communications & Outreach Committee Chair will review how the results of the election will be shared with the community.</p> <p>How might we engage those teachers/parents who did not win the election?</p> <p>Could we tap those who did not win the election for appointed positions?</p>
<p>Next Steps:</p>	<p>How will the council and the school welcome the newly elected members?</p>