



AGENDA

C.H. Gullatt Elementary School Governance Council

Date | time 08/22/2023 | 4:00pm | *Location* [TEAMS](#)

SGC Members

Mrs. Shawanna Arnold, Principal | Mrs. Natalie Elie-Johnson, SGC Chair (Teacher) | Brandy Sims, Teacher | Tiffany Young, School Employee | Janay Pulliam, School Employee | Antonita Mercer, Parent, | Daisy Sanchez, Parent | Teresa Brown, Parent | Ms. Felicia Hilton, Community Member | Kelmikis Mitchell, Community Member

Time	Item	Owner
4:00pm	Call to Order	Elie- Johnson
4:02pm	Action Item: Approve Agenda	Elie- Johnson
4:05 am	Discussion Item: Member Introductions, Confirm Council Roster & Trainings	All Members
4:10pm	Action Items: Elect New Officers (Chair, Vice Chair, Parliamentarian)	Elie- Johnson
4:20pm	Action Items: Staff Standing Committees (Budget and Finance, Outreach and Communication, Principal Selection*) & Training	Ms. Pulliam
4:35pm	Discussion Item: Nominate Representative for Superintendent's Parent/Community Advisory Council	Ms. Pulliam
4:40pm	Discussion Item: Determine Meeting Schedule for SY23-24	All Members
4:50pm	Discussion Item: Fall McTeachers Night and Quarterly Activities	All Members/ Elie- Johnson
5:00pm	Informational Item: Principal's Update	Mrs. Arnold
5:10pm	Discussion Item: Draft Next Meeting Agenda	Elie- Johnson
5:15pm	Action Item: Meeting Adjournment	Elie- Johnson

Meeting Norms

Establish an agenda that is task oriented and process oriented |Honor the agenda by staying on task |Actively listen to team members |Play and be there (fully present, engaged, and begin all meetings with cameras on) |Come from a place of forgiveness, honesty, and best intentions |Equity of voice and efficacy| Confidentiality |No Shortcuts

Notes and Reminders

New Member Onboarding (Required for All Council Members)

This training provides an introduction to Fulton's approach to education and the flexibilities we are afforded as a Charter System. New members will learn the roles and responsibilities that exist on our School Governance Councils and strategies for holding effective meetings to drive local decision-making.

- [Click here to access the New Member Onboarding Training](#)
- Allow 30 - 40 minutes to complete
- Suggested Resource: [School Governance Operating Guidelines](#)

Committee Training

The Budget & Finance and Communication & Outreach Committees play an integral role in supporting the work of our School Governance Councils. This training will familiarize council members with committee roles and responsibilities, such as building community partnerships, supporting the governance elections process and budgeting strategically.

- [Click here to access SGC Committee Training](#)
- Allow 20 - 30 minutes to complete.

Budget & Finance Committee (Budget, Grant Opportunities, Fundraisers etc.)

	Name
SGC Chair	Mrs. Natalie Elie-Johnson
Principal	Mrs. Shawanna Arnold
SGC Member	Ms. Janay Pulliam
SGC Member	Ms. Brandy Sims
SGC Member	
External Member (Possibly Bookkeeper)	
External Member	
External Member	

Communication & Outreach Committee (Elections, Community Partnerships, School Events etc.)

	Name
SGC Chair	Mrs. Natalie Elie-Johnson
Principal	Mrs. Shawanna Arnold
SGC Member	Mrs. Teresa Brown
SGC Member	Ms. Tiffany Young
SGC Member	
External Member (Possibly PTA President)	
External Member	
External Member	

Principal Selection Committee (Does not meet unless there is vacancy) * All councils are required to have a Principal Selection Committee. The committee should be comprised by the SGC Chair and three additional voting council members. While the committee will not convene independently, members of the committee will participate in the principal selection process lead by the Zone Superintendent in the case of a principal vacancy.

	Name
SGC Chair	Mrs. Natalie Elie-Johnson
SGC Member	Ms. Tiffany Young
SGC Member	Ms. Janay Pulliam
SGC Member	Ms. Brandy Sims

Superintendent’s Parent/Community Advisory Council (This group meets monthly with the superintendent to provide feedback and receive updates on important issues affecting FCS schools and local communities. Meeting dates/times/locations will be sent out to representatives prior to the first advisory council meeting. If a representative is unable to attend a meeting, another member of the council can attend in their place.)

	Name
SGC Member	

Notes and Reminders

Below are some tips and additional details about the items listed on the first page of this document.

- * **Setting the date, time, and location of your meeting:** It is 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 already covered many requirements of the Open Records and Meetings Laws. It is important that SGC meetings are scheduled outside of school hours so that staff members can attend if they would like to do so. If your meetings will be held virtually, make sure to include a link so that members of the public are able to view the meeting on-line.
- * **Action items:** 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). Remember that principals and student members are not voting members, so even if they are designated as an owner of an action item, the voting members of the council will be responsible for motioning, seconding and voting on the item.
- * **Discussion items:** These are agenda items that solicit feedback from council members. They do not require a vote.
- * **Informational items:** It is common for councils to receive updates throughout the school year related to the day-to-day management of the school or district happenings. Informational items are usually meant to keep the council up to date on important topics even if they do not fall under the purview of the council. These items do not require a vote.
- * **Running the first meeting:** Note that in this agenda the principal runs most of the meeting until the point at which officers are elected and the newly elected chair takes the lead. 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)
- * **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 they believe that their principal position might become vacant. This committee is comprised of the SGC Chair and three additional voting SGC members.
- * **Nominating a representative for the Superintendent's Parent/Community Advisory Council:** All schools are asked to select a representative to serve on the Superintendent's Parent/Community Advisory Council. This group meets monthly with the superintendent to provide feedback and receive updates on important issues affecting FCS schools and local communities. Meeting dates/times/locations will be sent out to representatives prior to the first advisory council meeting. If a representative is unable to attend a meeting, another member of the council can attend in their place.
- * **Drafting your next meeting agenda:** It is a best practice to draft an agenda for your next meeting at the end of each meeting to help your council plan its upcoming work. If unforeseen events require a council to modify the

agenda, the council can simply edit the agenda and vote to approve the modified agenda at the beginning of the next council meeting.