



## Summit Hill Elementary School Governance Council Agenda for February 21, 2024 @ 3:00 pm

**SGC Members:** Lorrie Bearden, Principal; Appointed Staff: Stephanie Dibert, Ashley Patterson; Elected Teachers: Lisa Tackett, Beverly Vanacore; Elected Parents: Kelly McDonald, Caylee Esmonde, & Debra Shigley; Community Member: Juliette Johnson & Ereik Mimms

Time	Agenda Item	Presenter
03:00 PM	Call Meeting to Order	K. McDonald
03:02 PM	Action Item: Approve Agenda	K. McDonald
03:05 PM	Action Item: Approve Previous Mtg Minutes)	K. McDonald
03:07 PM	Action Item: Review Meeting Norms	K. McDonald
03:10 PM	Discussion Item: CO Committee proposal for Charter Funds	E. Mimms
03:30 PM	Action Item: Vote on Charter Fund Proposal	K. McDonald
03:33 PM	Discussion Item: PTO Update	PTO Representative
03:35 PM	Discussion Item: Principal Update <ul style="list-style-type: none"> <li>A. General Update</li> <li>B. Blue Ribbon Schools of Excellence Info and Upcoming Process</li> <li>C. SHE Shares Garden Club Update</li> <li>D. SGC Election Process Look Ahead</li> <li>E. Budget Discussion for Vote</li> </ul>	L Bearden
03:45 PM	Discussion Item: Supt Parent Advisory Council Update	K. McDonald
3:55 pm	Public comment	Public
03:56 PM	Action Item: Set Agenda for March 27 @ 3 pm in PCR	K. McDonald
04:00 PM	Meeting Adjournment	K. McDonald

**Meeting Notes:**

**-For January Meeting: SGC Members please attend in-person and wear Husky Blue for two photos: Pic for Atrium Bulletin Board.**

### 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

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Work for the Good of All Students | Attention to Time



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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**

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