AGENDA

Shakerag Elementary School Governance Council

SGC Members

Megan Ames, Community Member (approved) - Pending	Brittany Burnett, Staff (appointed)	Andrexy Campbell, Parent (elected)
Craig Cunningham, Community Member (approved)- Pending	Mia Fiedler, Parent (elected)	Tania Lopez-Harvey, Parent (elected)
Christine Lemerond, Principal	Rashi Manaktala, Teacher (elected)	Mia Mandel, Teacher (elected)
Paula Perrin, Staff (appointed)		

FY23 Norms: Be focused on the whole child.   ~   Be the voice of all stakeholders.   ~   Be present, timely, and focused.   ~   Be goal oriented.

We will now begin our August 09, 2023, meeting of the School Governance Council of Shakerag Elementary School. The Council welcomes and encourages citizens to attend its meetings to become better acquainted with the programs of school and the role of the School Governance Council. This meeting is open to the public but is not a public meeting. Citizens are welcome to attend the meeting but must refrain from interruption or distracting the council proceedings. If there are any questions or information that you have for the council, you may contact one of the council members after this meeting or plan to speak at one of the meetings that reserves time for public comment. You can find the council member contact information, meeting dates, and agenda on the School Governance page of the Shakerag Elementary School website.

Time	Item	Owner
8:00am	Action Item: Call to Order	Mrs. Lemerond
8:01am	Action Item: Approve Agenda	Mrs. Lemerond
8:02am	Action Item: Approve May Meeting Minutes	Mrs. Lemerond
	• Assign someone to take minutes.	
8:03am	Action Item: Appointment of Vacant Positions	Mrs. Lemerond
	• Mia Mandel – Staff Appointed Due to Vacancy	
	• Megan Ames – 1-Year Community Member (Replacement)	
	• Craig Cunningham – 2-Year Community Member	
	• Brittany Burnett – 2-Year Appointment	
8:05am	Discussion Item: Welcome Back	Mrs. Lemerond
	• Introduce yourself and share one fun fact.	
8:15am	Action Item: Election of new officers	Mrs. Lemerond
	• Chair, Vice Chair, Parliamentarian	
8:20am	Action Item: Staff Committees* (Budget and Finance, Outreach, and Communication, Principal Selection (chair + 3 members))	Mrs. Lemerond
8:25am	Action Item: Identify Chairs for Committees	Mrs. Lemerond
	• Budget and Finance Chair, Outreach Chair, and Communications Chair	
8:30am	Discussion Item: Superintendent's Advisory Council	New Chair
	• Need a representative for Parent/Community Advisory Council	
8:32am	Establish Norms	New Chair
8:45am	Principal's Update	Mrs. Lemerond
8:50am	Action Item: Set Meeting dates for 2023-2024	New Chair
	Shakerag Council Dates:	Mrs. Lemerond
	• Keep 2nd Wednesday of every month at 8:00 a.m.?	
	8/9, 9/13, 10/18, 11/8, 12/13, 1/10, 2/14, 3/13, 4/10, 5/8	
8:55am	Discussion Item: Set Next Meeting Agenda	New Chair
9:00am	Action Item: Meeting Adjournment	New Chair

Notes from the Governance and Flexibility Team

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 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.