



MEETING MINUTES

Campbell Elementary School

Date | time 12/7/2023 | 2:45pm | *Location* Microsoft Teams

SGC Website: [Click Here](#)

For the Public: [Click here to join the meeting.](#)

Meeting Norms

Come Prepared | Be Respectful of Others' Opinions | Work for the Good of All Students

- Attendees:** Arthur Davis, Principal | Brittany Harrison, Staff Member | Ericka Garnett, Teacher/Parliamentarian | Linda Koroma, Community Member | Jessica Taylor, SGC Vice Chair/Teacher | Deshunta Adams, SGC Chair/Teacher | Ingrid Perez-Martin, Parent/ PTA | Tracy McDonald, Assistant Principal
- Action Item:** The December 7, 2023, SGC Meeting was called to order by Mrs. Deshunta Adams at 2:51pm.
- Action Item:** The December agenda was reviewed by meeting attendees, and motioned to be approved by Koroma and seconded by Taylor.
- Action Item:** Meeting Minutes for November Meeting approved by motion from Perez-Martin and seconded by Garnett.
- Discussion Item:** Scheduling of Committee meetings discussed. Koroma and Perez-Martin informed of their availability is Tuesday through Thursday. Principal Davis advised meetings to be scheduled based on member availability. Koroma informed committee meetings in the past followed the SGC meeting. Per Adams: Committees will meet following the SGC meetings on Thursdays.
- Discussion Item:** Charter Dollar Expenditure Proposals, Principal Davis reflects there are still funds available.
- A. Proposal request for a "Carry on Books" Book machine as an investment to promote reading amongst scholars. Price is \$6739.00 which includes the machine, shipping, tokens, and a 4-year warranty. Adams will touch bases with the Math coach: Mrs. Brown to promote books included with content across curricula.
 - B. Movie Screen has been purchased; Principal Davis is looking forward to scheduling an event for use.
- Informational Item:** Principal's Update-
- A. Budget to be shared in next meeting or February, school bookkeeper has been out of the office.
 - B. Superintendent Panel was today (12/7/2023)
 - a. Discussed funds provided to high schools that will funnel to elementary schools,
 - b. Career pathways,

- c. The SY 24-25 and SY 25-26. The discussion around maintaining five professional development days and ten teacher workdays is still being worked out on the calendars.

Informational Item: Community member Linda Koroma discussed her past three Superintendent Advisory Council meetings.

- A. September 27, 2023, Meeting: Thought Exchange-Operations Division, SPLOST, Redistricting, instructional calendar, and questions were topics on the agenda.
- B. October 23, 2023, Meeting: Communication Update- Emergency Operations plan, communication plan, Broadcasting, and Need for feedback discussed.
- C. November 29, 2023, Meeting: Branding and Marketing New Ideas, Incentive opportunities for employee retention, Cultural Kaleidoscope, Bridge to Success teacher trainings were discussed. Additionally, the areas of federal funds; reflecting \$18.3 million was required to be spent by 9/2022, \$75.1 million was required to be spent by 9/2023, and projected \$168.9 million is expected to be spent by 9/2024 and the CFO has maintained spending 91.85% of funds this past year. Priorities going forward is evaluation and transition for Budgeting.

Action Item: Motion to Adjourn by Taylor, and seconded by Koroma:
Meeting adjourned at 3:13pm.

Notes from the Governance and Flexibility Team

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.