



AGENDA

Manning Oaks School Governance Council

Date | time 7/28/2021 | 2:00pm | MOE Conference Room

Public may attend the meeting

SGC Members

Nikkole Flowers, Principal | Jordan Glastetter, Teacher | Felonia Scott, Teacher | Patrick Wright, Appointed Staff | Aime Walker, Appointed Staff | Callie Love, Parent | Michelle Geppert, Parent | Vacant, Parent | Scott Hetherington, Community Member | Vacant, Community Member

| Time | Item | Owner |
|-------------|---|-----------------|
| 2:00pm | Call to Order | Chair/Principal |
| 2:02pm | Action Item: Approve Agenda | Chair/Principal |
| 2:05pm | Action Item: Approve May or June Meeting Minutes | Chair/Principal |
| 2:10pm | Discussion Item: Welcome Back, Introduce New Members | Principal |
| 2:20pm | Informational Item: Appoint any Vacancies ** | Principal |
| 2:25pm | Action Items: Elect New Officers (Chair, Vice Chair, Parliamentarian) | Chair/Principal |
| 2:40pm | Action Items: Staff Standing Committees (Budget and Finance, Outreach and Communication, Principal Selection [chair + 3 members]) *** | Chair/Principal |
| 2:55pm | Discussion Item: Determine Meeting Schedule for SY 2021 – 2022 | Chair/Principal |
| 3:00pm | Review SY 2020 – 2021 Council Self-Assessment Results | Chair/Principal |
| 3:10pm | Establish SY 2021 – 2022 Council Norms | Chair/Principal |
| 3:15pm | Informational Item: Principal's Update | Principal |
| 3:25pm | Discussion Item: Set Next Meeting Agenda | Elected Chair |
| 3:30pm | Meeting Adjournment | Elected Chair |

Meeting Norms

Create an Atmosphere of Fairness and Respect | Be Patient and Open Minded | Work for the Good of All Students

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 forward to working with everyone this year.

* **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).

* **Running the first meeting:** Note that in the sample attached the principal ran the meeting until officers were elected and a chair could take over. 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. To access committee training click here: [Committee Training](#)

* **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. The results of last year's self-assessment will be shared with councils in early July.

* **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.

* **School Governance Training for New Members:** All members are required to complete the onboarding process. To access the on-line training click here: [School Governance Training](#)

* **Charter System Website:** Additional information about the FCS Charter System, resources for councils and Governance & Flexibility Team contacts can be found by clicking here: [Charter System Website](#)