



AGENDA

Crabapple Middle School Governance Council

Date | time 12/12/2023 | 8:15am | *Location* TEAMS

SGC Members

Dr. Rako Morrissey, Principal | Emily Mimbs, Teacher | Christine Davidson, Teacher | Daniela Martin, Appointed Staff | Lauren Pritchard, Appointed Staff | Stephanie Christiansen, Parent | Liz Caspermeyer, Parent | Stacey Perlman, Parent | Linda Porter, Community Member | Michelle Gantenbein, Community Member |

Time	Item	Owner
8:15am	Call to Order <i>The meeting was called to order by D. Martin at 8:19am.</i>	D. Martin
8:15am	Action Item: Approve Agenda <i>S. Perlman made a motion to approve the agenda. L. Porter gave a second motion to approve.</i>	D. Martin
8:16am	Action Item: Approve October meeting minutes <i>E. Mimbs made a motion to approve the October meeting minutes. S. Perlman gave a second motion to approve.</i>	D. Martin
8:17am	Discussion Item: Superintendent's Advisory Council report <i>L. Caspermeyer was not present to present a report so it will be on the next meeting agenda.</i>	L. Caspermeyer
8:20am	Discussion Item: CMS charter funds follow-up <i>D. Martin gave an update on the charter fund expenditures specifically the branding & signage along with the sun shades. She explained that FCS Contracting is requiring at least three quotes from vendors as these items do not qualify for sole source purchasing. She is obtaining quotes, meeting with the vendors and anticipates submitting a purchase order request for both projects in January.</i>	D. Martin
8:30am	Discussion Item: Draft January meeting agenda <i>Agenda items include: additional parent workshop ideas. K. Kinsey stated that a sample agenda will be pushed out for January.</i>	All Members
8:35am	Action Item: Meeting Adjournment <i>Dr. Morrissey stated that the first parent workshop was occurring on December 13 on Internet Safety by Roswell Police. She also mentioned plans for earlier parent nights for rising 6th and 8th grade students so that curriculum questions can be addressed before course requests are completed.</i>	D. Martin

Time**Item****Owner**

S. Perlman made a motion to adjourn the meeting at 8:30am. L. Porter gave a second motion to approve.

The December meeting was adjourned at 8:31am.

Meeting Norms

Silences Phones | Be Respectful of Others' Opinions | Work for the Good of All Students

* 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.

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.