July/August 2024 SGC MEETING

School: Woodland Middle School

Date: 07/16/2024

Time: 2:00PM

Location: Virtual

TEAMS Link (if applicable): https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZTU0OTdmNDAtMjkxZC00YmY0LTg0NTEtOWNlNWU2NTc5NGU1%40thread.v2/0?context=%7b%22Tid%22%3a%220cdcb198-8169-4b70-ba9f-da7e3ba700c2%22%2c%22Oid%22%3a%22c8d174be-3c55-4000-8b9e-e50083afbc58%22%7d

SGC Members:

Dr. Regina Brown (Principal), Mrs. Anastasia Dallas (Teacher-Chair), Mrs. Khadijah Shabazz(Teacher) Ms. Cynthia Savage (Appointed Staff), Dr. Ellis(Appointed Staff), Ms. Jaji(Parent), Dr. Sandra Hall(Parent-Parliamentarian), Ms. Beasley (Parent), Ms. Graves-(Parent) Ms. Martin (Community Member), Ms. Bones (Community Member)

2:00P Call to Order (Principal)

2:02PM Action Item: Approve Agenda (Principal)

2:05PM Action Item: Approve May Minutes (Principal)

2:10PM Discussion Item: Member Introductions (All Members)

2:15PM Action Item: Elect New Officers (Chair, Vice Chair, Parliamentarian) (Principal)

2:25PM Action Item: Action Items: Staff Standing Committees (Budget and Finance, Outreach and Communication, Principal Selection) (Chair)

2:30PM Discussion Item: Confirm Parent/Community and Student (HS only) Superintendent Advisory Council Representative

2:35PM Discussion Item: Determine Meeting Schedule for SY24-25) (All Members)

2:40PM Discussion Item: Strategic Planning

3:10PM Informational Item: Principal's Update (Principal)

A. Potential School Staffing Changes

B. Shifts in District Policy or School Practices

C. Calendar of Upcoming School Events

10:25AM Discussion Item: Draft Next Meeting's Agenda (All Members)

10:30AM Action Item: Meeting Adjournment (Chair)

Meeting Norms: Silence Phones, Be Respectful of Others' Opinions, Work for the good of all Students

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.