

# AGENDA

## School Governance Council



August 29, 2024

8:00 a.m. Cafeteria

## PES School Governance Council

### SGC Members

Jacqueline Bowens, Principal | Raschaa Howard, Curriculum Support Teacher | Gustarva Foster, Math Coach | Khalilah Brown, Teacher | Karen Truitt, Teacher | Shelley Leonta, Parent | Siedah Richardson, Parent | Teerica Walker, Parent | Shanetria Lorick, Parent Liaison | Renita Bridges, Community Member | Leslie Davis, Community Member

Time	Item	Owner
8:00 a.m.	Call to Order	Mrs. Bowens, Principal
8:02 a.m.	Action Item: Approve Agenda	Mrs. Bowens, Principal
8:05 a.m.	Action Item: Approve May Meeting Minutes	Mrs. Bowens, Principal
8:10 a.m.	Discussion Item: Welcome Back, Introduce New Members, Confirm Council Roster	Mrs. Bowens, Principal
8:15 a.m.	Action Item: Elect New Officers (Chair, Vice Chair, Parliamentarian)	Mrs. Bowens, Principal
8:25 a.m.	Action Items: Staff Standing Committees (Budget and Finance, Outreach and Communication, Principal Selection)	
8:40 a.m.	Discussion Item: Strategic Plan SGC Meeting Schedule 2024-2025	Mrs. Bowens, Principal
8:45 a.m.	Informational Item: School Updates	Mrs. Bowens, Principal
8:55 a.m.	2024-2025 Meeting Norms	Mrs. Bowens, Principal
9:00 a.m.	Discussion Item: Set Next Meeting Agenda	Mrs. Bowens, Principal
9:05 a.m.	Action Item: Meeting Adjournment	Mrs. Bowens, Principal

Section 4.3. Duties and Responsibilities: Officers will have the duties and responsibilities belonging to their office, including those that follow:

- I. **School Governance Council Chair Responsibilities:** The Council Chair is the leader of the Council and presides at all meetings of the Council.
- II. **School Governance Council Vice -Chair Responsibilities:** The Council Vice-Chair assists the Chair of the Council in providing leadership to the Council 10 and presides at all meetings of the Council in the absence of the Chair. The Vice - Chair will have full and equal vote as afforded to all Council members.
- III. **School Governance Council Parliamentarian Responsibilities:** The Council Parliamentarian is responsible for assuring that the Council utilizes Robert's Rules of Order, follows the Open Meetings and Open Records laws, and distributes meeting notices and meeting minutes in a timely manner. The Parliamentarian will have full and equal vote as afforded to all Council members.

Section 5.3. Standing Committees: The Council will have the following standing committees:

- a. Budget & Finance Committee
- b. Outreach & Communications Committee
- c. New Principal Selection Committee

Committee membership for all standing committees must be approved by a majority vote of the council at the first council meeting of each fiscal year. Committee members serve 1-year terms.

a. **Budget & Finance Committee:** The Budget & Finance Committee coordinates the Council's financial oversight responsibilities by assuring that the Council understands the school's finances, including coordinating ongoing training. This committee will make recommendations to the Council to approve the annual school budget recommendations, meet quarterly to review revenues and expenditures, and assist with acquiring community resources that can be of support to the school.

i. **Budget & Finance Committee Chair:** The Budget & Finance Committee will be chaired by a member of the Council, who is elected by members of the Council. The Chair should have experience in overseeing financial affairs, when possible.

ii. **Budget & Finance Committee Membership:** The Budget & Finance Committee will be comprised of the Committee Chair, the principal, and at least three (3) additional members of the Council. The principal will be a non-voting member of this Committee. The Council may add up to three (3) additional external (non-Council) members to serve on the Budget & Finance Committee. Any external committee members must be approved by a majority vote of the School Governance Council before serving on the committee. No more than eight (8) people may serve on the committee.

b. **Outreach & Communications Committee:** The Outreach & Communications Committee is tasked with keeping the community informed of matters within the Council's area of responsibility, including progress on the school's Strategic Plan, budget, and Requests for Flexibility. The Outreach & Communications Committee will participate in an annual meeting for the school community, led by the principal, to provide a report on the school's performance. This Committee will be responsible for gathering input from the school community about any Requests for Flexibility to be submitted by the Council, or any major school initiatives or changes that would trigger public comment. The Outreach & Communications Committee will also manage the School Governance Council elections process.

i. **Outreach & Communications Committee Chair:** The Outreach & Communications Committee will be chaired by a member of the Council, who is elected by members of said Council.

ii. **Outreach & Communications Committee Membership:** The Outreach & Communications Committee will be comprised of the Committee Chair, the principal (or his/her designee) and at least three (3) additional members of the Council. The principal (or his/her designee) will be a non-voting member of this committee. The Council may add up to three (3) additional external (non-Council) members to serve on the Outreach & Communications Committee. Any external committee members must be approved by a majority vote of the School Governance Council before serving on the committee. No more than eight (8) people may serve on the committee.

c. **Principal Selection Committee:** The Principal Selection Committee serves as the delegated authority for the Council in the area of principal selection. As the delegated authority for the Council, the Principal Selection Committee will formulate a recommendation for the preferred principal candidate(s) to provide to the Superintendent on behalf of the Council. The Council will not ratify or vote to approve the Committee's recommendation of the preferred candidate, as only Committee members will be present in interviews and permitted access to confidential, legally protected applicant information.