



Paul D. West Middle School

Where improvement is a process, not a destination

22-23 School Governance Council

Date: 8-21-24 Time: 5:00 p.m. – 6:00 p.m. Location: MS TEAMS

Meeting Norms: Start and End on Time, Be Respectful of Others' Opinions, Work for the Good of All Students

Membership	Parent	Parent	Parent	Teacher	Teacher	Principal Appointed	Principal Appointed	Community	Community	Non-Voting Member
Name	Christine (Christy) Taylor 6/30/26	Gerald Shepherd 6/30/25*	Maria Stephens 6/30/25*	Shanna Van Ness-Acrum 6/30/26	KaKenya William Strange 6/30/2025*	Joan Gage 6/30/26	Joseph Geib 6/30/25*	Tyler Rouse 6/30/26	Jennifer Person 6/30/25*	Dr. Darrell Stephens
Board Position	Member	Member	Member	Chair	Vice-Chair	Parliamentarian	Member	Member	Member	Non-Voting Member

AGENDA

Time	Item	Owner
5:00 pm	Procedure: Call to Order	Chair
5:02 pm	Action Item: Approval of Agenda	Chair
5:05 pm	Action Item: Approval of May Meeting Minutes	Chair
5:10 pm	Discussion Item: Review Meeting Norms	All Members
5:15 pm	Discussion Item: Member Introductions (All Members)	Chair
5:25 pm	Action Item: Elect New Officers (Chair, Vice Chair, Parliamentarian) (Principal)	
	Discussion Item:	
	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.	Principal
	II. School Governance Council Vice -Chair Responsibilities: The Council ViceChair assists the Chair of the Council in providing leadership to the Council 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.	Principal Principal
	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.	Chair Chair
	Section 4.4. Officer Training: All elected officers of the School Governance Council must attend Officer Training. The Governance Team will make training schedules available to council members on an annual basis.	
	Election and Term of Office: Each officer will be elected from among the Council members at the first meeting of each new fiscal year of the Fulton County Schools. Each officer will serve for a term of one year and may be eligible for one additional term of one year in the same office. Each officer will serve until a successor is elected and qualified or until said officer resigns or is removed from office. No officer may hold more than one position at the same time. Only one Council member may occupy an officer position at any time. Non-voting members (principal and students) may not serve in any officer position.	Chair
	<ol style="list-style-type: none"> 1. Nomination from the floor for Chair position 2. Nomination from the floor for Vice-Chair position 3. Nomination from the floor for Parliamentarian position 	
	SCHOOL GOVERNANCE COUNCIL COMMITTEES	
	Section 5.1. Establishment: The Council may, by resolution adopted by a majority of the voting Council members, establish such committees as the Council will deem	



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necessary or advisable. All such committees will have and may exercise such powers and authority to support the work of the Council as delegated by the Council. No committee will perform the full duties and responsibilities, or stand in the place of, the School Governance Council.

Section 5.2. Requirements: Council Committees are subject to the requirements of the Georgia Open Meetings Law (as applicable and amended from time to time), which include:

1. Meeting time, date, and location posted seven (7) days before the meeting (at school and on website)
2. Meeting agenda posted seven (7) days before the meeting (at school and on website)
3. Approved minutes from the last meeting posted within two (2) business days after the meeting (at school and on website)
4. Provide draft meeting minutes to the Committee within twenty (20) days after the meeting (not posted, just provided to 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.

1. 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.

- a. **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.
- b. **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.

Action Item: A call for volunteers for the named committee

2. 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



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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.

- a. **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.
- b. **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.

Action Item: A call for volunteers for the named committee

Principal Selection Committee: The Principal Selection Committee serves as the delegated authority for the Council in 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.

- a. **Principal Selection Committee Membership:** The Principal Selection Committee is a Standing Committee of the Council, selected at the beginning of the fiscal year, and convened on an ad hoc basis once a principal vacancy has been determined. The principal Selection Committee will be comprised of four (4) Council members from the current Council membership, including the Council Chair (or his/her designee). The Council members to serve on the Committee will be nominated and approved by the Council. The Principal Selection Committee will also include the Area Superintendent, the HR Director, the Area Executive Director, and up to three additional members of the school community, as determined and appointed by the Area Superintendent, based on their specific ability to provide valuable input into the selection process

Action Item: A call for volunteers for the named committee
Principal Update

5:45 pm

Discussion Item: End-of-Year Surveys Review:

Adjournment



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