AGENDA

Renaissance Elementary School Governance Council

Date | *time* 08/19/2024 | 3:00pm | *Location* TEAMS

SGC Members

Mrs. Shawanna Arnold, Principal | Denise London |Jade Harris| Taneshia Wilson| Sharee Gibbs-Jones| Jaya Fannin| Arthur Rozier IV| Erica Taylor

Time	Item	Owner
3:00 pm	Call to Order	Arnold
3:02 pm	Action Item: Approve Agenda	Arnold
3:05 pm	Discussion Item: Member Introductions, Confirm Council Roster & Training	All Members
3:10 pm	Action Items: Elect New Officers (Chair, Vice Chair, Parliamentarian)	Arnold
3:20 pm	Action Items: Staff Standing Committees (Budget and Finance, Outreach and Communication, Principal Selection*) & Training	Newly Elected Chair
3:30 pm	Discussion Item: Nominate a Representative for the Superintendent's Parent/Community Advisory Council	Arnold
3:35 pm	Discussion Item: Determine the Meeting Schedule for SY23-24	All Members
3:45 pm	Discussion Item: Strategic Planning	Arnold
4:00 pm	Informational Item: Principal's Update	Arnold
4:10 pm	Discussion Item: Draft Next Meeting Agenda	All Members
4:15 pm	Action Item: Meeting Adjournment	Newly Elected Chair

Meeting Norms

Establish an agenda that is task-oriented and process-oriented |Honor the agenda by staying on task |Actively listen to team members |Play and be there (fully present, engaged, and begin all meetings with cameras on) |Come from a place of forgiveness, honesty, and best intentions |Equity of voice and efficacy| Confidentiality |No Shortcuts

Notes and Reminders

Budget & Finance Committee (Budget, Grant Opportunities, Fundraisers etc.)

	Name
SGC Chair	Lunston Dennis
Principal	Shawanna Arnold
SGC Member	Taneshia Wilson
SGC Member	Arthur Rozier
SGC Member	
External Member (Possibly Bookkeeper)	
External Member	
External Member	

Communication & Outreach Committee (Elections, Community Partnerships, School Events etc.)

	Name
SGC Chair	Lunston Dennis
Principal	Mrs. Shawanna Arnold
SGC Member	Sharee Gibbs-Jones
SGC Member	Erica Taylor
SGC Member	Jade Harris
SGC Member	Arthur Rozier
External Member (Possibly PTA President)	
External Member	
External Member	

Principal Selection Committee (Does not meet unless there is a vacancy) * 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.

	Name
SGC Chair	Lunston Dennis
SGC Member	Sharee Gibbs-Jones
SGC Member	Jade Harris
SGC Member	Erica Taylor

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.)

	Name
SGC Member	Taneshia Wilson

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.