



MEETING MINUTES

Campbell Elementary School

Date / time: 8/22/2024 | 3:00pm | *Location:* Microsoft Teams

SGC Website: [Click Here](#)

For the Public: [Join the meeting now](#)

Meeting Norms

Come Prepared | Be Respectful of Others' Opinions | Work for the Good of All Students

Attendees: Arthur Davis, Principal | Tracy McDonald, Asst Principal | Ericka Garnett, Chair | Tracy Jeter, Vice Chair | Brittany Harrison, Staff | Ingrid Martin-Perez, Parent/PTA | Dr. Ghyslande Antoine, Parliamentarian |

Action Item: The August 22, 2024, SGC Meeting was called to order by Mrs. Ericka Garnett at 3:04pm.

Action Item: Meeting norms were discussed and open for addition or revision. No changes made.

Action Item: The agenda was reviewed by meeting attendees, and motioned to be approved by Harrison and a seconded by Principal Davis.

Discussion Item: Member Introductions, Principal Davis and Ericka Garnett

Action Item: Election of New Officers was led by Ericka Garnett with an explanation of duties followed by if there.

were any questions about duties.

A. **Chair:** Nomination of **Ericka Garnett**, Motion to Close by Harrison, and seconded by Antoine. Voted and approved.

B. **Vice Chair:** Nomination of **Tracy Jeter**, Motion to Close by Garnett, and seconded by Jeter. Voted and approved.

C. **Parliamentarian:** Nomination of **Ghyslande Antoine**, Motion to Close by Garnett, and seconded by Principal Davis. Voted and approved.

Action Item: Staffing of Standing Committees was discussed by Gina Foster, minimum of one meeting per semester and each committee require SGC members and three external members.

I. Budget and Finance Committee: Principal Davis, Garnett

II. Community and Outreach Committee: Ingrid Perez-Martin, Dr. Antoine, Brown

III. Principal Selection Committee: Garnett, Jeter

Discussion Item: Nomination for Representative for Superintendent's Parent/Community Advisory Council was maintained by Linda Koroma. Absent at meeting, will reach out to confirm standing.

Discussion Item: Seed Fund/Charter Dollars was discussed by Principal Davis, who states the school will receive \$46,391. Principal Davis discusses the need of a Second Support Staff for ELA and Early Primary Coach, Board supports the use of Seed Funds. Principal Davis states the approval is required of the Area Superintendent and Executive Director. Principal Davis will follow up at the next meeting.

Discussion Item: Strategic Planning was a forego topic and will be discussed in the next meeting.

Discussion Item: The meeting schedule for upcoming SGC meetings will be held on the third Thursday of each month with a minimum of six meetings per year.

Meeting Dates:

September 19, 2024 @ 2:45pm
October 17, 2024 @ 2:45pm
November 21, 2024 @ 2:45pm
December 19, 2024 @ 2:45 pm (remove)
January 16, 2025 @ 2:45pm
February 20, 2025 @ 2:45pm
March 20, 2025 @ 2:45pm
April 17, 2025 @ 2:45pm
May 15, 2025 @ 2:45pm

A total of nine scheduled meetings.

Informational Item: Principal's Updates are:

- A. Potential School Staffing Changes
 - a. Campbell will be adding the following staff: Two Instructional Paraprofessionals, Kindergarten teacher and Paraprofessional, Second Grade Teacher, and a Fourth Grade Teacher.
- B. Shifts in District Policy for School Practice: Principal Davis discusses the District Principals' Meeting. Supt. Dr. Looney will be making rounds. Campbell has processes in place for greeting. Principal Davis explained the six components.
- C. Calendar of Upcoming Events:
 - a. Annual Title I Meeting will be held Thursday September 5, 2024 @ 5pm
 - b. Curriculum Night scheduled Thursday September 5, 2024 @ 5:30pm
 - c. Ribbon Ceremony: Special Celebration: Special Needs Playground Friday August 23, 2024, from 12-1pm.
 - d. PTA Spirit Night at Zaxby's tonight from 4-7pm.

Discussion Item: Draft of the next meeting agenda was discussed, and new member training is available. Chair will contact Gina Foster, fosterg@fultonschools.org for information needed for trainings or support.

Action Item: Motion to Adjourn by Ericka Garnett, Approved by Ingrid Perez-Martin, and seconded Harrison. Meeting adjourned at 3:41pm.

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.