

AGENDA

School Governance Council



October 17, 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	Ms. Truitt, Chair
8:02 a.m.	Action Item: Approve October Agenda	Ms. Truitt Chair
8:05 a.m.	Action Item: Approve September Meeting Minutes	Mrs. Howard Parliamentarian
8:10 a.m.	Discussion Item: Action Item: Select Standing Committees (Budget and Finance, Outreach and Communication, Principal Selection)	Mrs. Bowens, Principal
8:15 a.m.	Discussion Items SGC Council Development Opportunities (Officer Training and Cross Council) ** <i>(All Members) Share outcomes</i>	Mrs. Bowens, Principal
8:25 a.m.	Discussion Items: Website Audit	Mrs. Bowens, Principal
8:40 a.m.	Discussion Item: Strategic Plan	Mrs. Bowens, Principal
8:45 a.m.	Informational Item: School Updates	Mrs. Bowens, Principal
8:55 a.m.	Information Items: Charter Dollars	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

Meeting Norms Be on time. Be solution oriented. Communicate clearly and transparently.

Notes and Reminders

*** SY24-25 Council Initiatives:** Begin discussions to determine the focus of the council's upcoming work. Lean on your school's Semester Action Plan to ensure the work of the council is aligned with the goals and initiatives being targeted by the school leaders. Task the council with prioritizing 1 – 2 initiatives the SGC could lead or support throughout the year.

****SGC Website Audits**

Each school year, the Governance & Flexibility Team periodically performs website audits to ensure all School Governance Councils throughout the district are in compliance with Georgia Open Records and Meetings laws. These audits require councils to post information related, but not limited to the following:

- Date, Time, Place/Access Instructions for all Meetings
- Council Documentation (Minutes, Agendas, Summaries of Action)
- Council Roster, Term-End Dates, FCS E-mail Addresses
- Officer and Committee Information The Governance & Flexibility Team will be completing website audits for all schools at the end of the month. For a list of SGC website requirements, please review the SGC Website Audit Form.

*****SGC Council Development Opportunities:**

Cross Council Opportunities

The Governance Team is excited to share with you that we will be hosting a series of Cross Council meetings meant to support SGCs with the task of aligning their work for the school year to the strategic goals and initiatives of their specific school as well as those of the district. These sessions will offer members the opportunity to work and hear from councils around the district and engage in discussions with the Governance & Flexibility Team. The meetings will take place in-person at the dates/times/locations below. We encourage all SGCs to select up to two members to attend one of the sessions and register to attend using the links below. Note, each session will cover similar content, so your team does not need to register for multiple sessions. • Fall 2024 Cross Council Sign-Up

******Strategic Planning (October)**

As we embark on the second month of the 2024-2025 school year, we encourage your continued dedication to the development and implementation of your school's Strategic Action Plan. Your vital role in shaping the future of your school community cannot be overstated.

To ensure timely submission and alignment with district goals, please note the following critical dates and resources:

- **Strategic Action Plan Submission Deadline: November 1, 2024**
- **SGC Approval Requirement: A majority vote of the SGC is necessary before plan submission.**
- **Supporting Resources: A wealth of tools and templates are available on the Charter System Resources website to assist in the planning process.**

To ensure your school's Strategic Action Plan is effective, we recommend discussing the following at your October meeting:

- **Finalize Progress Monitoring Metrics and Timelines:** Determine how you will track progress towards your goals.
- **Vote to Approve the Strategic Action Plan:** Ensure your plan aligns with your school's vision and mission.
- **Submit the Strategic Action Plan to the Zone Superintendent:** Seek feedback and approval from district leadership.
- **Discuss SGC Involvement in Specific Initiatives:** Determine how your council can actively contribute to implementing your plan. Your engagement in the strategic planning process is crucial to the success of your school. By working together, we can create a vibrant and supportive learning community for all students

Your engagement in the strategic planning process is instrumental to the success of your school. We look forward to supporting your efforts and celebrating your accomplishments.

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.