



# Paul D. West Middle School

*Where improvement is a process, not a destination*

## 24-25 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	TBD 6/30/25*	Maria Stephens 6/30/25*	Shanna Van Ness-Acrum 6/30/26	Ms. Session 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	x		x	x		x	x	x		Non-Voting Member

### Minutes

#### Item

**Procedure: Call to Order 5:14 pm**

#### Action Item: Approval of Agenda

Mr. Geib made a motion to accept the agenda with additions as written.

Ms. Stephens seconded. All voted, all approved.

#### Action Item: Approval of May Meeting Minutes

Mr. Geib made a motion to accept the minutes with additions as written.

Mr. Rouse seconded. All voted, all approved.

#### Discussion Item: Review Meeting Norms

**Discussion Item: Welcome our new members that were elected in the spring: Christine Taylor (parent), Dr. Van Ness-Ancrum (teacher), Tyler Rouse (Community Member), Joan Gage (School Employee).**

**Action Item: Section 2.8. Vacancies: Vacancies on the Council must be filled by a replacement member. The replacement will be nominated by the principal and elected by a majority vote of the remaining Council members.**

Current vacancies: **1 parent position.**

**Dr. Stephens asked to have the parent nominee brought forth at the next meeting.**

**1 teaching position, Dr. Stephens recommended Ms. Sessions, the teacher of the year.**

**Action: Board voted, and all voted yes. Ms. Sessions will fill the teaching position for the rest of the time.**

#### Discussion Item: Member Introductions (*All Members*)

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**Discussion Item: (prior to voting on board positions, go through each positions responsibility)**

**Responsibilities belonging to their office, including those that follow:**

School Governance Council **Chair**

- I. **Responsibilities:** The Council Chair is the leader of the Council and presides at all meetings of the Council.

School Governance Council **Vice -Chair**



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### Minutes

#### Item

- II. **Responsibilities:** The Council Vice Chair 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.

School Governance Council **Parliamentarian**

- III. **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 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.

**Action Item: Elect New Officers (Chair, Vice Chair, Parliamentarian) (Principal)**

**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.

#### 1. Nominations from the Floor

**Call for Nominations:** The presiding officer, Dr. West, announces that nominations are open for the specific position. Chair Nominations: Dr. Van Ness (Gage), Vice-Chair Nomination: Mr. Rouse (Gage), Parliamentarian: Ms. Gage (Van Ness)

**Making Nominations:** Any member of the assembly can nominate someone by stating, "I nominate [Name] for [Position]." The nomination does not need a second.

**Repeating for Each Position:** This process is repeated for each position (e.g., chair, vice-chair, parliamentarian).

#### 2. Closing Nominations

**Motion to Close Nominations:** Mr. Geib made a motion to close nominations. 2<sup>nd</sup> by Ms. Gage. All voted, Approved.

#### 3. Voting on the Nominations

Chair Nominations: Dr. Van Ness, all voted approved

Vice-Chair Nomination: Mr. Rouse, all voted approved

Parliamentarian: Ms. Gage, all voted approved

#### 4. Announcing the Results

**Declare the Winner:** Dr. West congratulated all new board members.

**SCHOOL GOVERNANCE COUNCIL COMMITTEES-** Dr. West reviewed all committees

**Section 5.3. Standing Committees:**



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The Council will have the following standing committees:

- Budget & Finance Committee
- Outreach & Communications Committee
- 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.**

- 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.
  - 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: Appointment by the Chair and/or Nominations from the floor**

**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 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.

- 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: Appointment by the Chair and/or Nominations from the floor**

**Principal Selection Committee:** The Principal Selection Committee serves as the delegated authority for the Council in principal selection

- Principal Selection Committee Membership:** 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



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#### Item

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: Appointment by the Chair and/or Nominations from the floor**

Ms. Gage motions to accept all nominations for the three committees, 2<sup>nd</sup> by Mr. Geib All voted, approved.

#### Principal Update

Dr. Stephens presented our strategic initiatives. He congratulated Ms. Alexander who was recognized by the County school board and the state of Georgia. Also, congratulations to Mr. Smith for best practices in Mathematics. Congratulations to some of our support personnel.

Our current enrollment is 825, we continue to grow. We have two vacant positions in the school. One Spanish speaking teacher and one paraprofessional.

We continue to be an Off-Tract Targeted Attendance. Reduce total number of students within the chronic and severe chronic absenteeism bands by 30%

We will receive Charter Funds again. For the September meeting we will discuss this with survey results from teachers.

All schools will complete their Strategic Action Plan. We will be working through that and fulfill all of the categories. Our SGC will focus on how to deepen community Connections.

Discussion Item: End-of-Year Surveys Review:

Adjournment 1<sup>st</sup> Geib, 2<sup>nd</sup> Van Ness, All approve.