

# SGC ELECTIONS 2025

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## SGC ELECTIONS GUIDE

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Fulton County Schools  
Governance & Flexibility Department

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# SGC Elections: Get Out the Vote

## What is a School Governance Council?

The purpose of a School Governance Council is to provide parents, school staff, and community members with a leadership role through monitoring and implementation of the strategic plan.

***"The greatness of a community is most accurately measured by the compassionate actions of its members." – Coretta Scott King***

## What is the commitment?

Members will serve two-year terms. Time commitment varies from school-to-school but expect 2 - 3 hours per month which includes meetings, trainings, and school and community events.

## When are elections?

Candidate Declaration: February 3 – March 28

Voting: April 16 – April 23

## Where can a parent or teacher declare candidacy?

[Charter System Website](#)

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## Spring 2025 SGC Elections: Frequently Asked Questions

### **How will parents vote?**

Parents will receive a unique link in their email address that is on file with the district. This unique link will allow parents to vote directly for their school candidates.

### **What if I have a child at multiple schools?**

Parents will receive unique links to the same email address based on each student. For example, if you have a child at multiple schools, you will receive one email with a unique link that allows you to vote for each SGC.

### **What if my spouse and I share the same email address?**

You and your spouse will receive one email with two different links for each child's school.

### **How will teachers vote?**

Teachers will receive a link to vote via their FCS district email.

### **Will there be paper ballots?**

We will not provide paper ballots; however, you may contact your school to provide support for updating your email address (or setting up one) for the elections.

### **What if I don't have an email address on file?**

Please contact your school's data clerk to provide updated information.

### **Will the election ballot be translated?**

The election ballot will be translated into different language options for parents.

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## Candidate Qualifications

### **Are there any qualifications I must meet in order to run for a seat on the School Governance Council?**

Yes, if running for a parent/guardian position, you must meet the following criteria:

1. You must be designated as a parent or guardian in Fulton's Student Information System.
2. You must have a child who attends the school for two consecutive years.
3. You may not be an employee of the school.
4. You cannot run for or participate on more than one School Governance Council at the same time.
5. Only one family member may serve on a school's School Governance Council at the same time, except for student members, who may have a family member that serves on the Council (See Fulton County Schools Code of Conduct for definition of "family.").
6. You must be at least 18 years old.
7. You cannot be an elected official from any government entity.
8. Upon election you will be fingerprinted and subject to a criminal background check.

If running for a teacher position, you must meet the following criteria:

1. You must be a school-based employee with a "home school" and be paid from the teacher salary schedule. (See page 5 of this document for a list of teacher positions eligible to serve as a teacher representatives)
2. Only one family member may serve on a school's School Governance Council at the same time. (See Fulton County Schools Code of Conduct for definition of "family.")
3. You cannot run for or participate on more than one School Governance Council at a time.
4. You cannot be an elected official from any government entity.

### **Will I have to have a criminal background check?**

The safety and security of our students is of utmost importance. If elected, parents/guardians will be required to undergo a criminal background check. FCS will process and review the background check to ensure satisfaction for service. Teachers elected to the School Governance Council will only be subject to a background check if FCS does not already have one on file.

### **Are there specific requirements or rules School Governance Council members must follow?**

Yes, School Governance Council members must:

- ✓ Attend at least 75% of the School Governance Council's scheduled meetings. The meeting schedule should be published for the entire year at the beginning of the fiscal year.
- ✓ Serve, actively, on at least one committee of the Council, attending at least 75% of the scheduled committee meetings (the schedule should be published for the entire year at the beginning of each fiscal year) and carry out activities within the committee structure.
- ✓ Act as an ambassador for the school by interacting regularly with the school community.

**Eligible to Serve as Elected Teacher Representative if:**

**Job position listed below, has “home” school *and* meets all page 4 criteria for Teacher position**

Teacher-Adaptive PE	Teacher-Moderate Intellectual Disability
Teacher-Admin Assistant	Teacher-Music
Teacher-Art	Teacher-Orthopedic Impaired
Teacher-Behavioral Disorders	Teacher-Pre-Kindergarten
Teacher-Elementary (P-5)	Teacher-Related Vocational Instruction
Teacher-ESOL	Teacher-Severe Intellectual Disability
Teacher-Health/PE	Teacher-Special Needs/Pre-K
Teacher-Hearing Impaired-Self-Contained	Teacher-Special Needs/Kindergarten
Teacher-Hearing Impaired-Resource	Teacher-Special Needs/PreK (State/Fed)
Teacher-High School	Teacher-Speech Self-Contained
Teacher-Inter Related-Resource	Teacher-Speech Therapy
Teacher-Learning Disorder-Self-Contained	Teacher-TAG V
Teacher-Learning Disorder-Resource	Teacher-Visual Impaired
Teacher-Middle School	Teacher-Vocational Education
Teacher-Mild Intellect Disability	

**Eligible to Serve as Appointed School Employee  
Representative if:**

**Meets Teacher Position criteria on page 8 or**

**Job position listed below, has “home” school *and* meets criteria 3  
through 5 on page 5 (an appointed School Employee MAY have a child in  
the school)**

Assistant Principal – Elementary	Professional Assistant I (190)
Assistant Principal - Middle/High	Professional Assistant II (190)
Assistant Army Instructor	Professional Assistant III (235)
Building Custodian I	Professional Assistant 2 - Couns Clk
Building Custodian II	RTI/SST Support
Building Custodian III	School Assistant
Therapy Associate	School Data Clerk
Clinic Assistant	School Liaison
Counselor – Elementary	School Nurse
Counselor – Secondary	School Resource Officer
Educational Interpreter	School Technology Specialist
Media & Educational Technology Instructor	Senior Army Instructor
Food Service Manager	Speech Assistant
Food Service Worker - Regular	Teacher-Data Support Specialist
Instructional Parapro - Pre-K	Teacher-Elementary CST
Instructional Parapro - Special Education	Teacher-Graduation Coach
Instructional Paraprofessional	
Media Paraprofessional	
Production Chef	

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## Sample Email Correspondence for Teachers

Teachers,

It is time for the election of new members to our School Governance Council. The School Governance Council has both parent/guardian and teacher positions open for election.

Our School Governance Council (SGC) plays a critical role in the success of our school. The SGC works with school leadership and the community to help determine the long-term direction of the school, design innovative solutions to increase academic achievement, and serve as school ambassadors to the local community. Specifically, the School Governance Council has the following powers:

- Create, approve, and monitor the implementation of the school strategic plan
- Manage the Request for Flexibility process
- Approve the annual budget recommendations and related allocations
- Participate in the hiring of the principal, in the case of a vacancy
- Provide annual feedback to the Area Superintendent on principal performance

If you are interested in running for a position on the School Governance Council, please complete and submit a [Candidate Declaration Form](#). Forms will be available on Monday, February 3<sup>rd</sup>.

We are very excited about the work and value-add of our SGC. We hope that you will consider running for a position! **The Candidate Declaration period ends March 28<sup>th</sup> and voting will take place April 16 – April 23.** In the meantime, if you would like more information about the charter system or SGC elections visit our school's website or the [Charter System Overview](#).

Sincerely,

Proud Principal

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## Sample Email Correspondence for Parents

Parents,

It is time for the election of new members to our School Governance Council. The School Governance Council has both parent/guardian and teacher positions open for election. Parents or guardians of students who will be attending our school during **both** the 2025-2026 and 2026-2027 school years are eligible to run for the parent/guardian SGC positions.

Our School Governance Council (SGC) plays a critical role in the success of our school. The SGC works with school leadership and the community to help determine the long-term direction of the school, design innovative solutions to increase academic achievement, and serve as school ambassadors to the local community. Specifically, the School Governance Council has the following powers:

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If you are interested in running for a position on the School Governance Council, please complete and submit a Parent/Guardian [Candidate Declaration Form](#). Forms will be available on Monday, February 5<sup>th</sup>.

We are very excited about the work and value-add of our SGC. We hope that you will consider running for a position! **The Candidate Declaration period ends March 28<sup>th</sup> and voting will take place April 16 – April 23.** In the meantime, if you would like more information about the charter system or SGC elections visit our school's website or our [Charter System Overview](#).

Sincerely,

Proud Principal



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## Correspondencia de correo electrónico de ejemplo para padres

Estimados padres,

Es hora de la elección de nuevos miembros para nuestro Consejo de Gobierno Escolar. El Consejo de Gobierno Escolar (SGC) tiene puestos abiertos de padres/tutores y maestros para la elección. Los padres o tutores de los estudiantes que asistirán a nuestra escuela **durante** los años escolares 2024-2025 y 2025-2026 son elegibles para postularse para los puestos de padre/tutor del SGC.

Nuestro Consejo de Gobierno Escolar (SGC) desempeña un papel fundamental del éxito de nuestra escuela. El SGC trabaja con el liderazgo escolar y la comunidad para ayudar a determinar la dirección a largo plazo de la escuela, diseñar soluciones innovadoras para aumentar el rendimiento académico y servir como embajadores de la escuela a la comunidad local. Específicamente, el Consejo de Gobierno Escolar tiene las siguientes facultades:

- Crear, aprobar y supervisar la implementación del plan estratégico escolar
- Gestionar el proceso de Solicitud de Flexibilidad
- Aprobar las recomendaciones presupuestarias anuales y las asignaciones pertinentes
- Participar en la contratación del director, en el caso de una vacante
- Proporcionar comentarios anuales al Superintendente de área sobre el desempeño principal

Si usted está interesado en postularse para un puesto en el Consejo de Gobierno Escolar, por favor complete y envíe un [Formulario de Declaración de Candidato](#). Los formularios estarán disponibles el lunes 3 de febrero.

Estamos muy entusiasmados con el trabajo y el valor que añade nuestro SGC a las escuelas. ¡Esperamos que considere postular para un puesto! **Los candidatos interesados deben enviar un formulario de declaración antes del 28 de marzo. La votación tendrá lugar entre el 16 y el 23 de abril.** Mientras tanto, si desea más información sobre el sistema chárter o las elecciones del SGC, visite el sitio web de nuestra escuela o nuestro sitio [Charter System Overview](#).

Sinceramente,

Director

## Best Practices to Get Candidates to Declare

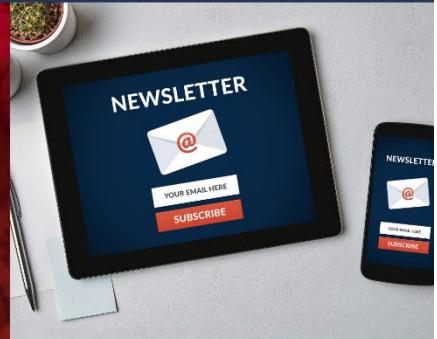
# SECURE TEACHER CANDIDATES



Use faculty and department meetings to discuss the opportunity to be a voice



Send out robo calls about the opening on the SGC



Send an email to let people know they can declare candidacy. Add announcements in the newsletter.



Post about the teacher role on the SGC and ask for declarations on social media



Use your current SGC members to get out the word: make videos about what it has meant to serve



A personal invitation is always the best. Reach out to a colleague or teacher and just ask to run

# SECURE PARENT CANDIDATES



Use PTA/PTO and Parent University meetings to discuss the opportunity to be a voice



Send out robo calls about the opening on the SGC



Send an email to let people know they can declare candidacy. Add announcements in the newsletter.



Post about the parent role(s) on the SGC and ask for declarations on social media or school platforms



Captivate your parents while they sit in the carpool using outdoor signs, posters, and fliers



A personal invitation is always the best. Reach out to a diverse group of parents and ask if they would serve

## Library of Graphics

#SGCElection2025

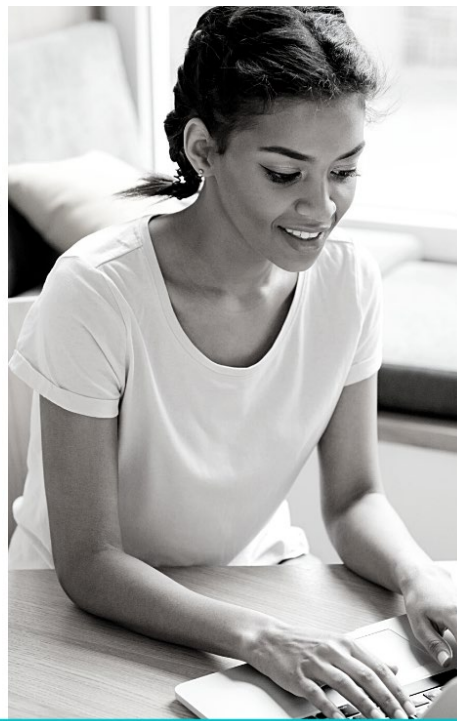
(sent via email)



### CALLING ALL TEACHERS

- Looking for leadership opportunities?
- Want to collaborate with the stakeholders in your school's community?
- Wishing to share the teacher perspective?

**SERVE ON YOUR SGC**



### CALLING ALL PARENTS

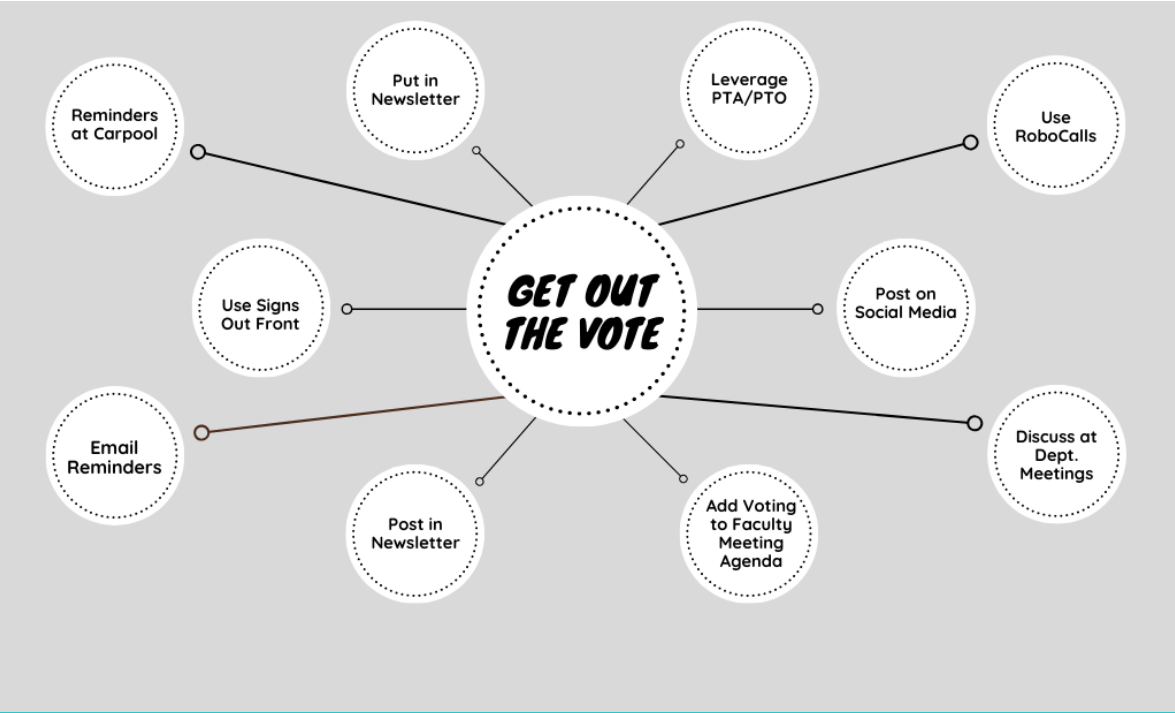


- WANT TO COLLABORATE WITH SCHOOL DECISION MAKERS?
- WISHING TO SHARE THE PARENT PERSPECTIVE?
- LOOKING FOR WAYS TO SUPPORT YOUR SCHOOL?



**BE ON YOUR SGC**

# Best Practices to Get Out the Vote



*COME TOGETHER AS A COMMUNITY*



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## Script for School Messenger

### Sample Messenger: Start of Voting Period

Hello, this is [Insert Principal Name] Principal at [Enter School Name]. Our School Governance Council voting window is now open so please don't wait to cast your vote! From **April 16 – April 23**, you will be able to vote for your preferred School Governance Council representative. To learn more about the candidates, please visit [Insert Link to School's SGC Website] where you can find candidate statements.

Please access the voting system by using the unique link that was sent to your email address with your voting information. Please visit our website or contact us via email or phone if you have any questions. Thank you for taking part in this important process. Happy voting!



Look for the Ballot in  
Your Email



Click on Your Personal  
Link to Vote



Fill Out Your Ballot



Submit