

Fulton County Schools: School Governance Council (SGC) Website Guidance for Webmasters

Purpose of This Document

This guidance outlines the expectations, content requirements, and organizational structure for all SGC websites across Fulton County Schools. The goal is to ensure transparency, stakeholder engagement, and compliance with Georgia's Open Meetings and Open Records Acts. Webmasters play a key role in ensuring that SGCs are effectively sharing their work with the public. This document will guide you through the setup and maintenance of your school's SGC website.

SGC Website Structure

Each school's SGC website should include **three key sections/tabs**:

1. SGC Overview Page

Required Content:

- **Introductory Statement:**

(NOTE: The content of this page element will be embedded by the district webmaster and managed from the SGC Department in order to make district-wide edits in the future, if needed.)

The purpose of the School Governance Council is to provide parents, school staff, and community members with a leadership role in the management of the school. The School Governance Council is a governing body that is representative of the community and the school but operates under the control and management of the Board of Education. The Council is responsible for making decisions regarding the strategic direction of the school including:

- Approve the school strategic plan and updates
- Approve the annual budget and annual resource allocations
- Manage the Request for Flexibility process
- Participate in hiring the principal (in the case of a vacancy)
- Provide annual feedback on the principal's performance.

- **Linked Resources:**

(NOTE: The content of this page element will be embedded by the district webmaster and managed from the SGC Department in order to make district-wide edits in the future, if needed.)

- [SGC Operating Guideline Handbook](#)
- [FCS Charter System Website](#)

- **Council Member Directory:**

A full list of current SGC members with the following for each:

- First and last name
- FCS email address (no personal emails)
- Membership position
(e.g., 2-Year Elected Parent, 2-Year Elected Teacher, 2-Year Appointed School Employee, 2-Year Community Member, Principal, 1-Year Student Representative [HS Only])
- Term end date (e.g., 6/30/2026)

- **Officer Identification:**

- Chair
- Vice Chair
- Parliamentarian

- **Committee Listings:**
 - Budget & Finance Committee
 - Outreach & Communication Committee
 - Principal Selection Committee
 - Identify Committee Chairs
- **Meeting Schedule for the School Year:**
 - List **all dates, times, and locations**
(including **Teams links or access instructions**, if applicable)
- **Council Photo (Optional):**
 - Include a recent, clearly labeled photo of the full SGC, if available.

2. Current Year Meeting Documents Page

Required Content:

- **Introductory Statement:**
(**NOTE:** *The content of this page element will be embedded by the district webmaster and managed from the SGC Department in order to make district-wide edits in the future, if needed.*)
Each meeting of the School Governance Council typically generates three public documents: an agenda; a brief summary of action items that occurred during the meeting; and a detailed set of meeting minutes. We will display these documents on our website for the current school year, along with those from the previous year. If you need to view older documents, please contact our School Governance & Flexibility Department at schoolgovernance@fultonschools.org.
- **Monthly Meeting Sections:**
Each month of the current school year should be listed and include the following documents:
 - Agenda
 - Summary of Action
 - Approved Minutes

Document Display and Formatting:

- Most webmasters are currently using an Accordion element combined with three Tab elements to present these monthly documents on their webpage. This layout was originally suggested as a way of pasting PLAIN TEXT onto the webpage and to eliminate the use of problematic PDF files. However, you do have some flexibility in this area. There are several layouts available to you upon request from the district webmaster (or feel free to build your own).
See this options here: [Current Documents - Fulton County School System](#).
- If you prefer to display a simple link to a PDF of your documents, it is **critical** that you use the built-in accessibility checker in WORD AND ALSO ADOBE ACROBAT in order to assure your PDFs are ADA compliant and free from ALL errors.
 - In Word, look under “Review > Accessibility Checker > Check Accessibility.”
 - In Acrobat, look under “All Tools > Prepare for Accessibility > Start Checking.”

If you have a problem with a document, you **must** fix it before posting. If you need assistance with this, please reach out directly to Lee Hill (hilllw@fultonschools.org)

Compliance Reminders:

- Agendas must be posted **at least 7 calendar days** before the meeting
- Summaries of Action must be posted **within 2 business days** after the meeting
- Minutes must be posted **within 2 business days** of approval

3. Archived Meeting Documents Page

Document Display and Formatting:

- It is recommended that at the end of each school year, webmasters clone the document element on the Current Document page and simply paste it onto the Archived Document page.
- You are required to maintain the previous years' documents.
- You may choose to keep older documents, but 3 years is the recommended maximum.
- The website is NOT the official archive of any legal documents or records. They are posted for the convenience of our constituents. All official documents should be stored offline and accessible for any open record request.

Optional Pages (Not Required)

Schools may include the following if desired:

- School Strategic Action Plan
- Value-Added Flexibility Requests

Note: Most of this content is available through the Charter System website or the Governance & Flexibility team.

Open Meetings/Open Records Compliance

SGC websites are a **legal compliance tool**. Incomplete or outdated content can place the school out of compliance with Georgia law.

Key Compliance Requirements:

- SGC rosters must reflect the current year
- All member data (name, position, term, email) must be accurate
- All meeting dates and access details must be posted
- All required documentation must be posted according to deadlines
- Meetings must be publicly accessible (in-person or virtual)

SGC Website Audit Checklist

The Governance & Flexibility team uses the following checklist throughout the year to monitor compliance:
SGC Website Audit Checklist

Key Audit Areas:

1. Council Organization

- Full names of all members
- Accurate FCS emails
- Roles and term end dates
- Officer and Committee Chair designations

2. Meeting Notifications

- Complete past and current meeting schedule
- Virtual and in-person access details

3. Meeting Documentation

- Posted agendas, summaries, and minutes
- Timely posting in accordance with legal requirements

Additional Reminders:

- Ensure council rosters are updated for SY25-26
- Address any member discrepancies
- Post all scheduled meeting dates
- Verify all required documents are uploaded by deadlines

Contacts for Help

- **Governance & Flexibility Support:**
schoolgovernance@fultonschools.org
 - **Technical Web Support (Finalsite):**
hilllw@fultonschools.org
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Appendix A: Example of a Well-Organized SGC Site

You may reference the following SGC site for best practices in organization and layout:

<https://alpharettaes.fultonschools.org/our-school/school-governance-council/sgc-overview>

Final Notes

Thank you for ensuring your school's SGC website meets these expectations. Your work supports school transparency, legal compliance, and stakeholder trust.