AUGUST AGENDA

Ison Springs Elementary School Governance Council

Date 08/20/2025 | **Time** 3:00pm | **Location** Microsoft Teams

SGC Members: Lakasha Lee, Principal | Shanniqua Mendes, Elected Teacher | Tennith Scott, Elected Teacher | Brianna Bullock, Appointed Staff | Dr. Kenya Greer, Appointed Staff | Celena Zuniga, Parent |Yelena Kanayeva, Parent | Juliet Barker, Parent | David Hart, Community Member | , Community Member

Meeting Norms: Silences Phones | Be Respectful of Others' Opinions | Work for the Good of All Students

Time	Item	Owner
3:00 PM	Call to Order	Principal Lee
3:02 PM	Action Item: Approve Agenda	Principal Lee
3:05 PM	Action Item: Approve May Meeting Minutes	Principal Lee
3:10 PM	Discussion Item: Member Introductions	All Members
3:15 PM	Action Item: Approve nominated Community Member	Principal Lee
3:17 PM	Action Item: Elect New Officers (Chair, Vice Chair, Parliamentarian)	Principal Lee
3:25 PM	Action Items: Staff Standing Committees (Budget and Finance, Outreach and Communication, Principal Selection)	Principal Lee
3:35 PM	Discussion Item: Determine Meeting Schedule for SY25-26	All Members
3:40 PM	Discussion Item: Strategic Plan	Principal Lee
3:50 PM	Informational Item: Principal's Update • School Staffing Changes • Curriculum Night • Training Requirements for all Members	Principal Lee
3:55 PM	Discussion Item: Draft Next Meeting Agenda	All Members
4:00 PM	Action Item: Meeting Adjournment	Principal Lee

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.