School Governance Council Candidate Guide

A guide for parents, guardians, and teachers interested in serving on their School Governance Council

Spring 2020
## Table of Contents

- What is a School Governance Council? ................................................................. 3
- Who serves on a School Governance Council? .................................................... 3
- What is the role of the School Governance Council? ........................................... 4
- Are there any qualifications I must meet in order to run for a seat on the School Governance Council? ................................................................. 4
- Will I have to have a criminal background check? ................................................. 4
- Are there specific requirements or rules School Governance Council members must follow? ................................................................. 5
- How long do School Governance Council members serve? .................................... 5
- What is the time commitment of the School Governance Council? ....................... 5
- Can I serve on more than one School Governance Council at the same time? .......... 6
- Can I run for either the elected parent/guardian or teacher position on the School Governance Council if I am both a parent/guardian and an employee (teacher or otherwise) at the school? ....................... 6
- When are elections? ................................................................................................. 6
- How do elections work? .......................................................................................... 6
- How can I run for a seat on the School Governance Council? ............................... 7
- When is the deadline to run for a seat on the School Governance Council? .......... 7
- Who can I talk to if I still have questions? ............................................................. 7
- Appendix A: Eligibility Guideline Details for Serving as a Teacher Representative ................................................................. 8
- Appendix B: Eligibility Guideline Details for Serving as a School Employee Representative ................................................................. 9
School Governance Council
Candidate Guide

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 in the management of the school. The Council is responsible for making decisions regarding the strategic direction of the school, including approving the school’s strategic plan and annual budget recommendations, and designing specialized educational experiences aligned with the needs of the students. School Governance Council members are elected or appointed to serve as representatives of the school community and therefore must maintain a school-wide perspective on issues before the Council.

Who serves on a School Governance Council?
- 3 parents/guardians elected by the parents/guardians with children enrolled at the school
- 2 teachers elected by school employees
- 2 school-based employees appointed by the principal
- 2 community members nominated by the principal and approved by the Council
- The principal (non-voting)
- For high schools: 2 students (non-voting)
What is the role of the School Governance Council?

1. Approve the school strategic plan and updates
2. Manage the Request for Flexibility process
3. Approve the annual budget recommendations
4. Participate in the hiring of the principal, in the case of a vacancy
5. Provide annual feedback to the Area Superintendent on the principal’s performance

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 have a child who attends the school for two consecutive years.
2. You may not be an employee of the school.
3. You may be listed in Infinite Campus as a "legal guardian".
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, with the exception of 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. A list of teacher positions eligible to serve as a teacher representative can be found in Appendix A of this document.
2. You can have a child who attends the school.
3. 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.”)
4. You cannot run for or participate on more than one School Governance Council at a time.
5. 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. This may include school meetings and events.
- Abide by the School Governance Council governance regulations and procedures.
- Abide by state laws regarding meetings and matters of the School Governance Councils.
- Attend all trainings as required for members of School Governance Councils.

How long do School Governance Council members serve?

All School Governance Council members serve two-year terms. A council member may serve two consecutive terms at the same school. After serving two consecutive terms, a person wishing to serve a 3rd term at the same school must take one term (2 years) away from the council before coming back to serve a 3rd term.

What is the time commitment of the School Governance Council?

Time commitment will vary from school to school and across the year, but expect an average of 4-5 hours per month. This includes meetings, trainings, and school and community events.

Each School Governance Council must hold a minimum of 6 meetings over the course of a year. However, most Councils will meet monthly during the school year. Each School Governance Council member will serve on a committee of the Council, which will hold additional meetings. While these meetings may vary in length, 1 hour per meeting is a good estimate. It is also expected that School Governance Council members will participate in school functions and school-related community activities.

All School Governance Council members (other than student members) will be required to participate in annual training which will take place in the spring, following elections.
Can I run for either the elected parent/guardian or teacher position on the School Governance Council if I am both a parent/guardian and an employee (teacher or otherwise) at the school?

If you are both a parent/guardian and a school employee, you may serve in the elected teacher position on that school’s Governance Council. You may also serve in one of the appointed positions of the School Governance Council, such as in one of the appointed school employee positions. Any adult listed as a legal guardian in Infinite Campus qualifies for the parent position on a school governance council.

When are elections?

Elections will be held from March 17th – March 24th.

How do elections work?

Elections will be administered by Fulton County Schools. All eligible voters will vote via an online election system.

Parent/Guardian voters will receive an email with a unique link enabling them to vote, thus ensuring the security of the elections process and that only eligible voters are able to cast ballots. All votes will be anonymous.

Parent/guardian voters will vote for parent/guardian representatives only. Each parent/guardian will have one vote at each school for which they have a child. For example, a parent/guardian with two children at School A and one child at School B will be eligible to vote one time at School A and one time at School B.

School employee voters will vote for teacher representatives only. Each school employee will have one vote at their school.

Fulton County Schools will announce the election winners within 5 business days of the close of the elections window.

How can I run for a seat on the School Governance Council?

Any parent/guardian or teacher who desires to run for a position on the School Governance Council must complete a Candidate Declaration Form electronically by Wednesday, February 26th. You will be notified of the status of your candidacy within five business days of Fulton County Schools receiving your form.
You have only one way you can complete and submit the Candidate Declaration Form:

1. **Online:** Visit [https://www.fultonschools.org/site/default.aspx?PageID=7358](https://www.fultonschools.org/site/default.aspx?PageID=7358). Access the *Parent/Guardian Candidacy Declaration Form* or *Teacher Candidacy Declaration Form* on the SGC Elections page. Complete the form and click the “Submit” button to send to the Fulton County Schools district office.

**When is the deadline to run for a seat on the School Governance Council?**
You must complete and submit the Candidate Declaration Form (see the question above) by Wednesday, February 26, 2020.

**Who can I talk to if I still have questions?**
Contact your school’s principal or a member of the Governance & Flexibility team at schoolgovernance@fultonschools.org or 470-254-3604 if you have more questions.
Appendix A: Eligibility Guideline Details for Serving as a Teacher Representative on the School Governance Council

An employee is eligible for an elected Teacher position if s/he meets all five qualification criteria listed on page 4 for the Teacher position. To help clarify which teachers are eligible, see the listing of job positions in the table below.

<table>
<thead>
<tr>
<th>Eligible to Serve as Elected Teacher Representative if:</th>
<th>Job position listed below, has “home” school and meets all page 4 criteria for Teacher position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teacher-Adaptive PE</td>
<td>Teacher-Moderate Intellectual Disability</td>
</tr>
<tr>
<td>Teacher-Admin Assistant</td>
<td>Teacher-Music</td>
</tr>
<tr>
<td>Teacher-Art</td>
<td>Teacher-Orthopedic Impaired</td>
</tr>
<tr>
<td>Teacher-Behavioral Disorders</td>
<td>Teacher-Pre-Kindergarten</td>
</tr>
<tr>
<td>Teacher-Elementary (P-5)</td>
<td>Teacher-Related Vocational Instruction</td>
</tr>
<tr>
<td>Teacher-ESOL</td>
<td>Teacher-Severe Intellectual Disability</td>
</tr>
<tr>
<td>Teacher-Health/PE</td>
<td>Teacher-Special Needs/Pre-K</td>
</tr>
<tr>
<td>Teacher-Hearing Impaired-Self-Contained</td>
<td>Teacher-Special Needs/Kindergarten</td>
</tr>
<tr>
<td>Teacher-Hearing Impaired-Resource</td>
<td>Teacher-Special Needs/PreK (State/Fed)</td>
</tr>
<tr>
<td>Teacher-High School</td>
<td>Teacher-Speech Self-Contained</td>
</tr>
<tr>
<td>Teacher-Inter Related-Resource</td>
<td>Teacher-Speech Therapy</td>
</tr>
<tr>
<td>Teacher-Learning Disorder-Self-Contained</td>
<td>Teacher-TAG V</td>
</tr>
<tr>
<td>Teacher-Learning Disorder-Resource</td>
<td>Teacher-Visual Impaired</td>
</tr>
<tr>
<td>Teacher-Middle School</td>
<td>Teacher-Vocational Education</td>
</tr>
<tr>
<td>Teacher-Mild Intellect Disability</td>
<td></td>
</tr>
</tbody>
</table>
Appendix B: Eligibility Guideline Details for Serving as a School Employee Representative on the School Governance Council

An employee is eligible for an appointed School Employee position if s/he meets the Teacher position criteria on page 8 or meets the School Employee criteria below. These are employees that are assigned to a school but do not typically teach in the classroom and are not paid from the teacher salary schedule. Note that appointed positions do not run in the elections and thus do not need to declare their candidacy. If you are interested and eligible to serve as an appointed School Employee representative, let your principal know.

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)

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