

For the Public: Click [SGC Meeting Attendee Link](#) to listen to the Meeting

## SGC Members

Camille Christopher (Principal) | Anthony Jones (Parent) | Sharon Ferguson (Teacher) | Amy Blackman (Parent) | Jillian Phillips (Parent) | Pam Cessna (Teacher) | Clair Graff (Community Member) |

Time	Item	Owner	
3:00pm	Action Item: Call to Order	Amy Blackman	
	Action Item: Approve Agenda	Amy Blackman	
	Action Item: Approve May Meeting Minutes	Amy Blackman	
	Discussion Item: Review Meeting Norms	Camille Christopher	
	Informational Item: Appoint Staff Positions	Camille Christopher	
	Action Item: Nominate Community Member		
	Action Item: Elect New Officers (Chair, Vice Chair, Parliamentarian)	Amy Blackman	
	Action Items: Staff Standing Committees (Budge and Finance, Outreach and Communication, Principal Selection (Chair + 3 members)	Elected Chair	
	Informational Item: Principal's Update	Camille Christopher	
	Discussion Item: Determine Meeting Schedule for SY 2020-2021	All Members	
	Discussion Item: Set Next Meeting Agenda	Elected Chair	
	4:00pm	Action Item: Meeting Adjournment	Elected Chair

## Meeting Norms

Silence All Devices | Come Prepared | Be Respectful of Others' Opinions |

Work for the Good of All Students

## Notes from the Governance and Flexibility Team

### Notes and Reminders

We at the Governance and Flexibility team hope that this sample agenda is helpful and provides some general guidance for your first meeting of the coming school year. Below are some tips and additional details about the agenda items listed on the first page of this document. We hope you have a restful summer and are looking forward to working with everyone in the fall.

\* **Setting the date, time and location of your meetings:** It's 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 at least 7 days prior to your meeting and you will have covered many requirements of the Open Records and Meetings Laws.

\* **Action Items**: Don't forget that 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).

\* **Running the first meeting**: Note that in the sample attached the principal ran the meeting until officers were elected and a chair could take over. 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)

\* **Establishing/Reviewing meeting norms**: It's a great idea to discuss and create norms that your SGC feels will work well for them. Include these at the beginning or end of your agenda and take the time to review them throughout the year to ensure that your meetings run smoothly and productively. Keep in mind your Council Self-Assessment survey feedback when considering your norms for the new year.

\* **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 or not they believe that their principal position might become vacant. This committee is comprised of the SGC Chair and three additional voting SGC members.

\*\* **Governance Training for New Members**: All members are required to attend the governance training once. For anyone not trained, please direct them to our Sign-up Genius to see the dates and times. Thank You. <https://www.signupgenius.com/go/10c094aada923a1fd0-fall4>