



Dolvin Elementary School Governance Council

Date 8/03/2020 | Time 2:00 pm | Location Virtual Meeting

SGC Website: <http://school.fultonschools.org/es/dolvin/Pages/School%20Governance%20Council.aspx>

For the Public: Click [Here](#) to listen to the Meeting

SGC Members

Brad Agnew, Appointed Community Member | Sarah Bell, Teacher | Karen Cooke, Principal | Sarah Fetz, Parent | Sarah Lee, Parent |
| Andy Stein, Appointed Staff Member | Illysa Tabor, Parent | Cara Vollberg, Teacher |

Time	Item	Owner
2:00 pm	Call to Order	Karen Cooke
2:02 pm	Action Item: Approve Agenda	Karen Cooke
2:05 pm	Action Item: Approve May Meeting Minutes	Karen Cooke
2:10 pm	Informational Item: Appoint Staff Position *	Karen Cooke
2:12 pm	Action Item: Nominate Community Member & Fill Vacancies**	Karen Cooke
2:15pm	Action Items: Elect New Officers (Chair, Vice Chair, Parliamentarian)	Karen Cooke
2:25pm	Action Items: Staff Standing Committees (Budget and Finance, Outreach and Communication, Principal Selection [chair + 3 members])	Karen Cooke
2:35pm	Discussion Item: Determine Meeting Schedule for SY 2020 – 2021	All Members
2:40pm	Informational Item: Principal's Update	Karen Cooke
2:50pm	Discussion Item: Establish/Review Meeting Norms	All Members
2:55pm	Discussion Item: Set Next Meeting Agenda	Elected Chair
3:00pm	Meeting Adjournment	Karen Cooke

Meeting Norms

*Follow Agenda | Be Respectful of Time | Be Respectful of Opinions | **Bring Issues to the Table***

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>