



Dolvin Elementary School Governance Council

Date | time 4/13/2021 | 7:00 am | Location Virtual

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, Chair | Sarah Bell, Teacher | Karen Cooke, Principal | Sarah Fetz, Parent | Sarah Lee, Parent | Andy Stein, Appointed Staff Member | Ilyssa Tabor, Vice Chair | Cara Vollberg, Teacher | Jennifer Shaffer, Parliamentarian | Ji Han, Community Member

Meeting Norms


Turn on Camera | Work for the good of all students | Be patient and open-minded | Create an atmosphere of fairness and respect

Time	Item	Owner
7:00am	Call to Order made at 7:05	Brad Agnew
7:02am	Action Item: Approve Agenda – Motion to approve made by Andy Stein and seconded by Ilyssa Tabor	Brad Agnew
7:05am	Action Item: Approve March Meeting Minutes – Motion made by Andy Stein and seconded by Jenn	Brad Agnew
7:08am	Informational Item: Principal Updates Budget Revisions (all members vote) – Motion to approve made by Jenn and seconded by Brad – Vote was unanimous	Karen Cooke
7:15am	Discussion Item: Council Surveys* A. <u>Council Self-Assessment</u> : Who Takes? Everyone on the Council – The team discussed the questions and reviewed answers as a team. We talked about how we will transition new members. B. <u>Principal Feedback Survey</u> : Who Takes? Everyone but the Principal	All Members
7:35am	Discussion Item: New Member Transition A. Update on Elections Results: New Members – Election results were shared. B. Appointee Changes and Updates** - Toskey and Petrina were elected to SGC	All Members
7:55am	Action Item: Appoint Staff and Community Member – This will be done before August meeting Sarah Fetz shared how thankful she is for her children’s teachers. Karen Cooke shared that for 5 th grade students are doing a parade drive by and they will get to see the teachers. Karen shared some examples of things she has seen. The Principal/Assistant Principal shared the reward for the Boosterathon – This is scheduled for April 19 th We will have our next parent coffee on April 30 at 9 AM At 9:30 on Monday we will be doing the Milestones Stress Test	Karen Cooke
8:00am	Action Item: Meeting Adjournment – Motion to adjourn made by Andy Stein and seconded by Jenn Shaffer	Brad Agnew

Notes from the Governance and Flexibility Team

* Website Audit: While everyone is virtual this year, it is imperative that we continue to keep the public informed. Most importantly this includes making sure all meetings are open to the public for access. All SGCs meeting require 7 days notice and a link to view or attend the meeting on-line. All SGC Websites must be in compliance with Georgia Sunshine Laws. Make sure your SGC website is updated with this year's council member information. For reminders on when documents should be posted, please reference pages 19-20 of the [SGC Operations Guideline Handbook](#).

On July 31, 2020 all Fulton schools received \$30,000 to be spent by School Governance Councils on innovative measures towards achieving strategic outcomes. These Charter Dollars must be spent in accordance with FCS expenditure guidelines and are subject to the same restrictions as other funds in your cost center. In addition, any purchase(s) made using Charter Dollars must be publicly voted on by your School Governance Council and recorded in the [Charter Dollar Expenditure Form](#) (Note: A copy of your expenditure form will *not* need to be posted on your SGC web page because it will appear on the [FCS Charter System Website](#)). However, SGCs should make note of any expenditure on their agenda and record voting outcomes related to these funds in their minutes

April SGC Meeting Exercise: Transfer of Knowledge 	
Focus:	Transfer of Knowledge
Purpose/Outcome:	How do we ensure that we continue the work of the SGC by transferring all pertinent information to remaining and new members?
Time:	20 minutes
Facilitator:	Parliamentarian
<div style="background-color: #4a90e2; color: white; padding: 10px; margin-bottom: 10px;"> <p>The more extensive a man's knowledge of what has been done, the greater will be his power of knowing what to do. <i>Benjamin Disraeli</i></p> </div> <div style="background-color: #4a90e2; color: white; padding: 10px;"> <p>All knowledge is connected to all other knowledge. The fun is in making the connections. <i>Arthur C. Aufderheide</i></p> </div>	<p>1.The exercise will begin with the parliamentarian reading or projecting one of the quotes for discussion of the council. (Select one) The parliamentarian then asks the question:</p> <p style="padding-left: 40px;">How has your SGC been maintaining important council information and resources? <i>The council will have a brief discussion to answer the question.</i></p> <p>2.The parliamentarian will read the following prompt:</p> <p style="padding-left: 40px;">Identify 2 or more members who hold office/roles on your SGC who will be rolling off in June 2021.</p>

<p>There's no such thing as knowledge management; there are only knowledgeable people. Information only becomes knowledge in the hands of someone who knows what to do with it. <i>Peter Drucker</i></p>	<p>3. The parliamentarian will read the final questions: Why is the transfer of knowledge important? How can you share information as new members/elected officers join your SGC?</p> <p>The SGC will end the activity will review the support document, Transfer of Knowledge, and complete pertinent areas.</p>
<p>Next Steps:</p>	<p>The principal will create a OneDrive folder to house all SGC documents from 2020-21 school year. (see pages 3-4 for guidance)</p>

SGC Transfer of Knowledge

(Dolvin)

What is knowledge transfer: Knowledge transfer is the practical problem of transferring knowledge from one part of the organization to another. It seeks to organize, create, or distribute the “know-how” of the most expert in a field and ensure its availability for future stakeholders.

Instructions: Please have the principal create a shared One Drive Folder and make sure to share it with your SGC members Fulton County email address. It is always a great idea to include your Governance Facilitator. Please save all SGC resources to your One Drive Folder.

One Drive Tutorial Link: [One Drive Support Link Click Here](#)

Council Self-Assessment: At the end of the year, each council member will receive a survey in which they will complete based on how they feel their council worked as a group. At the beginning of each year councils should use this assessment to drive the work of the council. A PDF of the feedback and result should be uploaded to your One Drive.

Strategic Plan:

Plan (SSP)
term outcomes
for a school.
upload your
plan in your

Agendas

- Filed by School Year

Meeting Minutes

- Filed by School Year

Summary of Actions

- Filed by School Year

Strategic Planning & Monitoring

- School Strategic Plan
- Monitoring Tools Filed by Date
- Council Self-Assessment Feedback Filed by Year

The School Strategic establishes the long- and short-term goals
Please make sure to school's strategic shared One Drive.

A Strategic Plan document was used on initiatives and the SY2020-2021, reflection form snapshot of the

Monitoring Tools:

Monitoring Tool to track progress outcomes. During councils used a

instead to gain a work. You should discuss updates and feedback as you monitor your goals and work at your SGC meetings. A PDF of the 20-21 Reflection Form should be uploaded into your One Drive along with any other monitoring tools used in the past.