

*Date | time* 04/21/2021 | 3:00pm | *Location* Virtual

Public may attend the meeting by joining this link: [Live Event Link](#)

## SGC Members

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

## Meeting Norms

Silence All Devices | Come Prepared | Be Respectful of Others' Opinions | Work for the Good of All

Time	Item	Owner
4:00pm	Action Item: Call to Order	Chair
4:02pm	Action Item: Approve Agenda	Chair
4:05pm	Action Item: Approve February Meeting Minutes	Chair
4:10pm	Discussion Item: Council Surveys* A. <u>Council Self-Assessment</u> : Who Takes? Everyone on the Council B. <u>Principal Feedback Survey</u> : Who Takes? Everyone but the Principal	All Members
4:20pm	Discussion Item: New Member Transition A. Update on Elections Results: New Members (Chair of communications can reach out to welcome) B. Appointee Changes and Updates**	Communications Chair
4:30pm	Action Item: Appoint Staff and Community Member	Principal
4:35pm	Discussion Item: Charter Funds***	Principal
4:45pm	Discussion Item: Transfer of Knowledge (see pages 2-4)	Parliamentarian
5:05pm	Informational Item: Principal's Update A. Charter Funds B. Spring Testing Updates	Principal
5:25pm	Discussion Item: Set Next Meeting Agenda	Chair
5:30pm	Action Item: Meeting Adjournment	Chair

## April SGC Meeting Exercise: Transfer of Knowledge



<b>Focus:</b>	Transfer of Knowledge
<b>Purpose/Outcome:</b>	How do we ensure that we continue the work of the SGC by transferring all pertinent information to remaining and new members?
<b>Time:</b>	20 minutes
<b>Facilitator:</b>	Parliamentarian
<div style="background-color: #4a90e2; color: white; padding: 5px; 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: 5px; margin-bottom: 10px;"> <p>All knowledge is connected to all other knowledge. The fun is in making the connections. <i>Arthur C. Aufderheide</i></p> </div> <div style="background-color: #4a90e2; color: white; padding: 5px;"> <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> </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:              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:              Identify 2 or more members who hold office/roles on your SGC who will be rolling off in June 2021.</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>
<b>Next Steps:</b>	The principal will create a OneDrive folder to house all SGC documents from 2020-21 school year. (see pages 3-4 for guidance)

## SGC Transfer of Knowledge

(Insert School Name)

**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.

### 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

**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:** The School Strategic Plan (SSP) establishes the long-term outcomes and short-term goals for a school. Please make sure to upload your school’s strategic plan in your shared One Drive.

**Monitoring Tools:** A Strategic Plan Monitoring Tool document was used to track progress on initiatives and outcomes. During the SY2020-2021, councils used a reflection form instead to gain a snapshot of the 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.

**SGC Council Members:** Please fill in your council members names, email address, and term end dates.

First Name	Last Name	Fulton Email	Role	End Term Date
			Teacher	
			Teacher	
			School Employee	
			School Employee	
			Parent	
			Parent	
			Parent	
			Community Member	
			Community Member	
			Student Leader	
			Student Leader	

**Note:** Student leaders serve on high school councils.

**Additional SGC Resources:** The School Governance & Flexibility Charter System Webpage has a plethora of resources. Please click link below for easy access:

**[Fulton County SGC Webpage](#)**

**[Access to SGC Trainings](#)**

**[Access to Resources](#)**