



# AGENDA

## Esther Jackson Elementary School Governance Council

April 22, 2021 4:00pm | Virtual Meeting

Public may attend the meeting by joining this link: [Click here to join the meeting](#)

### SGC Members

Ms. Nikol Boyd, Principal | Mrs. Erin Shurbutt, Staff | Ms. Regina Bowie, Teacher | Mrs. Emilie Long, Teacher | Ms. Christine Thompson, Teacher | James Holle, Parent | Rachael Lee, Community Member | Megan Cherfoli, Parent | Helen Loiacono, Parent | Mike Thomas, Community Member

Time	Item	Owner
4:00pm	Call to Order	Ms. Shurbutt
4:02pm	Action Item: Approve Agenda	Ms. Shurbutt
4:05pm	Action Item: Approve March Meeting Minutes	Ms. Shurbutt
4:10pm	Reading of EJES SGC Norms	Ms. Shurbutt
4:12pm	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
4:25pm	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**	Ms. Long
4:35pm	Action Item: Appoint Staff and Community Member	Ms. Boyd
4:45pm	Informational Item: Principal's Update A. Charter Funds B. Spring Testing Update	Ms. Boyd
5:30pm	Discussion Item: Set Next Meeting Agenda	Ms. Shurbutt
5:45pm	Meeting Adjournment	Ms. Shurbutt

### Meeting Norms

Be respectful of time | Be respectful of each other's perspectives | Use individual strengths to maximize our collective work | Assume good will |  
Let thoughts be completed before commenting, please do not interrupt others | Maintain confidentiality

### Notes from the Governance and Flexibility Team

\* Both the Council Self-Assessment and the Principal Feedback Survey can be accessed via the links provided. We highly recommend that you take 5-10 minutes to complete the surveys while you are all gathered together for a meeting. If you encounter difficulties accessing your FCS e-mail address, please contact the IT Helpdesk at (470)254-4357.

\*\* What is Changing? In order to support our schools with filling their School Governance Councils before their first meeting, changes to the staffing timeline have been implemented. We are preparing for the new year by filling appointee staff and community member spots by May.

\*\*\* 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 this year** in accordance with the 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](#)

## 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
<p style="background-color: #4F81BD; color: white; padding: 5px;">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> <p style="background-color: #4F81BD; color: white; padding: 5px;">All knowledge is connected to all other knowledge. The fun is in making the connections. <i>Arthur C. Aufderheide</i></p> <p style="background-color: #4F81BD; color: white; padding: 5px;">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>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

Esther Jackson

**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**