



# Dolvin Elementary School Governance Council

Date | time 8/17/2021 | 7:00 am | Location Dolvin

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## SGC Members

Brad Agnew, Community Member | Karen Cooke, Principal | Sarah Fetz, Parent | Ji Han, Community Member |  
 Jenny Petrina Teacher | Andy Stein, Appointed Staff Member | Jennifer Shaffer, Appointed Staff Member |  
 Illysa Tabor, Parent | Logan Toskey, Parent | Cara Vollberg, Teacher

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## Meeting Norms

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

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Time	Item	Owner
7:00am	Call to Order	Karen Cooke
7:02am	Action Item: Approve Agenda	Karen Cooke
7:05am	Action Item: Approve May or June Meeting Minutes	Karen Cooke
7:08am	Discussion Item: Welcome Back, Introduce New Members and Returning Members	Karen Cooke
7:20am	Action Items: Elect New Officers (Chair, Vice Chair, Parliamentarian)	Karen Cooke
7:25am	Action Items: Staff Standing Committees (Budget and Finance, Outreach and Communication, Principal Selection [chair + 3 members]) ***	Elected Chair
7:30am	Discussion Item: Determine Meeting Schedule for SY 2021 – 2022	Elected Chair
7:40am	Establish SY 2021 – 2022 Council Norms	Elected Chair
7:45am	Informational Item: Principal's Update	Karen Cooke
7:55am	Discussion Item: Set Next Meeting Agenda	Elected Chair
8:00am	Meeting Adjournment	Elected Chair

\*\*\*\* New Literacy Program guidelines to be discussed if, information is provided before the August 17<sup>th</sup> meeting.

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## Meeting Notes

**See Page 2 for Important Information Pertaining to Your First Council Meeting**

# 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 this year.

\* **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)

\* **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 they believe that their principal position might become vacant. This committee is comprised of the SGC Chair and three additional voting SGC members. To access committee training click here: [Committee Training](#)

\* **Reviewing your Council Self-Assessment:** The first meeting of the new school year is a great time to discuss the results of your Council Self-Assessment and make any changes or flush-out any concerns that the team might have before diving into the upcoming year's work. The results of last year's self-assessment will be shared with councils in early July.

\* **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.

\* **School Governance Training for New Members:** All members are required to complete the onboarding process. To access the on-line training click here: [School Governance Training](#)

\* **Charter System Website:** Additional information about the FCS Charter System, resources for councils and Governance & Flexibility Team contacts can be found by clicking here: [Charter System Website](#)