



School Governance Council Candidate Guide

**A guide for parents, guardians, and teachers interested in serving on
their School Governance Council**

Spring 2018

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School Governance Council Candidate Guide

What is a School Governance Council?

The purpose of a School Governance Council is to provide parents, school staff, and community members with a leadership role in the management of the school. The Council is responsible for making decisions regarding the strategic direction of the school, including approving the school's strategic plan and annual budget recommendations, and designing specialized educational experiences aligned with the needs of the students. School Governance Council members are elected or appointed to serve as representatives of the school community and therefore must maintain a school-wide perspective on issues before the Council.

Who serves on a School Governance Council?

- 3 parents/guardians elected by the parents/guardians with children enrolled at the school
- 2 teachers elected by school employees
- 2 school-based employees appointed by the principal
- 2 community members nominated by the principal and approved by the Council
- The principal (non-voting)
- For high schools: 2 students (non-voting)

What is the role of the School Governance Council?

1. Approve the school strategic plan and updates
2. Manage the Request for Flexibility process
3. Approve the annual budget recommendations
4. Participate in the hiring of the principal, in the case of a vacancy
5. Provide annual feedback to the Area Superintendent on the principal's performance

Are there any qualifications I must meet in order to run for a seat on the School Governance Council?

Yes, if running for a **parent/guardian position**, you must meet the following criteria:

1. You must have a child who attends the school.
2. You may not be an employee of the school (see question on page 7 regarding this situation).
3. You cannot run for or participate on more than one School Governance Council at the same time.
4. Only one family member may serve on a school's School Governance Council at the same time, with the exception of student members, who may have a family member that serves on the Council (See Fulton County Schools Code of Conduct for definition of "family.>").
5. You must be at least 18 years old.
6. You cannot be an elected official from any government entity.
7. Upon election you will be fingerprinted and subject to a criminal background check.

If running for a **teacher position**, you must meet the following criteria:

1. You must be a school-based employee with a "home school" and be paid from the teacher salary schedule. A list of teacher positions eligible to serve as a teacher representative can be found in Appendix A of this document.
2. You cannot have a child who attends the school (see question on page 7 regarding this situation).
3. Only one family member may serve on a school's School Governance Council at the same time. (See Fulton County Schools Code of Conduct for definition of "family.>")
4. You cannot run for or participate on more than one School Governance Council at a time.
5. You cannot be an elected official from any government entity.

Will I have to have a criminal background check?

The safety and security of our students is of utmost importance. If elected, parents/guardians will be required to undergo a criminal background check. FCS will process and review the background check to ensure satisfaction for service. Teachers elected to the School Governance Council will only be subject to a background check if FCS does not already have one on file.

Are there specific requirements or rules School Governance Council members must follow?

Yes, School Governance Council members must:

- Attend at least 75% of the School Governance Council's scheduled meetings. The meeting schedule should be published for the entire year at the beginning of the fiscal year.
- Serve, actively, on at least one committee of the Council, attending at least 75% of the scheduled committee meetings (the schedule should be published for the entire year at the beginning of each fiscal year) and carry out activities within the committee structure.
- Act as an ambassador for the school by interacting regularly with the school community. This may include school meetings and events.
- Abide by the School Governance Council governance regulations and procedures.
- Abide by state laws regarding meetings and matters of the School Governance Councils.
- Attend all trainings as required for members of School Governance Councils.

How long do School Governance Council members serve?

All School Governance Council members serve two-year terms.

What is the time commitment of the School Governance Council?

Time commitment will vary from school to school and across the year, but expect an average of 4-5 hours per month. This includes meetings, trainings, and school and community events.

Each School Governance Council must hold a minimum of 6 meetings over the course of a year. However, most Councils will meet monthly during the school year. Each School Governance Council member will serve on a committee of the Council, which will hold additional meetings. While these meetings may vary in length, 1 hour per meeting is a good estimate. It is also expected that School Governance Council members will participate in school functions and school-related community activities.

All School Governance Council members (other than student members) will be required to participate in annual training which will take place in the spring, following elections.

Can I serve on more than one School Governance Council at the same time?

No. Given the time commitment required to fully participate on a School Governance Council, you cannot serve on more than one School Governance Council at one time.

Can I run for either the elected parent/guardian or teacher position on the School Governance Council if I am both a parent/guardian and an employee (teacher or otherwise) at the school?

No. If you are both a parent/guardian and a school employee, you may not serve in either of the elected positions on that school's Governance Council (the parent/guardian positions or the teacher positions). Note, however, that you may serve in one of the *appointed* positions of the School Governance Council, such as in one of the appointed school employee positions.

When are elections?

Elections will be held from March 19th- March 23rd

How do elections work?

Elections will be administered by Fulton County Schools. All eligible voters will vote via an online election system.

Parent/Guardian voters will receive an email with a unique link enabling them to vote, thus ensuring the security of the elections process and that only eligible voters are able to cast ballots. All votes will be anonymous.

Parent/guardian voters will vote for parent/guardian representatives only. Each parent/guardian will have one vote at each school for which they have a child. For example, a parent/guardian with two children at School A and one child at School B will be eligible to vote one time at School A and one time at School B.

School employee voters will vote for teacher representatives only. Each school employee will have one vote at their school.

Fulton County Schools will announce the election winners within 5 business days of the close of the elections window.

How can I run for a seat on the School Governance Council?

Any parent/guardian or teacher who desires to run for a position on the School Governance Council must complete a *Candidate Declaration Form* and return it to the Fulton County Schools district office by **Friday, February 23rd**. You will be notified of the status of your candidacy within five business days of Fulton County Schools receiving your form.

You have two ways you can complete and submit the Candidate Declaration Form:

1. **Online:** Visit <http://www.fultonschools.org/en/about/charter> and click the link to [SGC Elections](#) page. Access the *Parent/Guardian Candidacy Declaration Form* or *Teacher Candidacy Declaration Form* on the SGC Elections page. Complete the form and click the “Submit” button to send to the Fulton County Schools district office.
2. **Mail:** Pick-up a hard copy of the *Parent/Guardian Candidacy Declaration Form* or *Teacher Candidacy Declaration Form* at your school or use the form found in Appendix C (parent/guardian) or Appendix D (teacher) of this document. Complete the form and mail to:

Samuel Wakefield
Facilitator, Governance & Flexibility
Fulton County Schools
6201 Powers Ferry Rd. NW
Atlanta, GA 30339

When is the deadline to run for a seat on the School Governance Council?

You must complete and submit the Candidate Declaration Form (see the question above) by Friday, February 23, 2018

Who can I talk to if I still have questions?

Contact your school’s principal or a member of the Governance & Flexibility team at schoolgovernance@fultonschools.org or 470-254-3604 if you have more questions.

Appendix A: Eligibility Guideline Details for Serving as a Teacher Representative on the School Governance Council

An employee is eligible for an elected Teacher position if s/he meets all five qualification criteria listed on page 5 for the Teacher position. To help clarify which teachers are eligible, see the listing of job positions in the table below.

Eligible to Serve as Elected Teacher Representative if: Job position listed below, has “home” school <i>and</i> meets all page 5 criteria for Teacher position	
Teacher-Adaptive PE	Teacher-Moderate Intellectual Disability
Teacher-Admin Assistant	Teacher-Music
Teacher-Art	Teacher-Orthopedic Impaired
Teacher-Behavioral Disorders	Teacher-Pre-Kindergarten
Teacher-Elementary (P-5)	Teacher-Related Vocational Instruction
Teacher-ESOL	Teacher-Severe Intellectual Disability
Teacher-Health/PE	Teacher-Special Needs/Pre-K
Teacher-Hearing Impaired-Self-Contained	Teacher-Special Needs/Kindergarten
Teacher-Hearing Impaired-Resource	Teacher-Special Needs/PreK (State/Fed)
Teacher-High School	Teacher-Speech Self-Contained
Teacher-Inter Related-Resource	Teacher-Speech Therapy
Teacher-Learning Disorder-Self-Contained	Teacher-TAG V
Teacher-Learning Disorder-Resource	Teacher-Visual Impaired
Teacher-Middle School	Teacher-Vocational Education
Teacher-Mild Intellect Disability	Media and Educational Technology Instructor

Appendix B: Eligibility Guideline Details for Serving as a School Employee Representative on the School Governance Council

An employee is eligible for an *appointed* School Employee position if s/he meets the Teacher position criteria on page 9 **or** meets the School Employee criteria below. These are employees that are assigned to a school but do not typically teach in the classroom and are not paid from the teacher salary schedule. ***Note that appointed positions do not run in the elections and thus do not need to declare their candidacy. If you are interested and eligible to serve as an appointed School Employee representative, let your principal know.***

Eligible to Serve as Appointed School Employee Representative if:	
Meets Teacher Position criteria on page 9 <i>or</i> Job position listed below, has “home” school <i>and</i> meets criteria 3 through 5 on page 5 (an appointed School Employee MAY have a child in the school)	
Assistant Principal – Elementary	Professional Assistant I (190)
Assistant Principal - Middle/High	Professional Assistant II (190)
Assistant Army Instructor	Professional Assistant III (235)
Building Custodian I	Professional Assistant 2 - Couns Clk
Building Custodian II	RTI/SST Support
Building Custodian III	School Assistant
Campus Security Associate	School Data Clerk
Clinic Assistant	School Liaison
Counselor – Elementary	School Nurse
Counselor – Secondary	School Resource Officer
Educational Interpreter	School Technology Specialist
Food Service Intern	Senior Army Instructor
Food Service Manager	Speech Assistant
Food Service Worker - Regular	Teacher-AYP Instructional Coach
Instructional Parapro - Pre-K	Teacher-Data Support Specialist
Instructional Parapro - Special Education	Teacher-Elementary CST
Instructional Paraprofessional	Teacher-Graduation Coach
Media Paraprofessional	Therapy Assistant
Production Chef	

Parent/Guardian Candidacy Declaration Form



School Governance Council

1. Parent Candidacy Declaration Form MUST SUBMIT BY February 23, 2018

SECTION I - NAME & CONTACT INFORMATION

First Name:		Last Name:	
Address:			
City:	State:	ZIP Code:	
Email address:		Best phone contact:	
Is this phone number: <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cellular			

SECTION II - SCHOOL, STUDENT & TERM INFORMATION

Please list the school in which you are interested in running for an SGC position (you must have a child enrolled at this school):

I am the parent/legal guardian of **(provide name of student[s] who attends the above referenced school)**:

I wish to run for a:

Two-year term (through June 30, 2020)

In order to serve on the School Governance Council in a "Parent" position, you may not be an employee of the school or be an elected official.

I am an employee of the above referenced school:

Yes No

I am an elected official:

Yes No

All SGC member terms will be two years in length. In order to serve on the School Governance Council, parent/guardian candidates must have a child attending the school during the entire term of service.

Do you assert that you will have at least one student at this school during the 2018-19 and 2019-20 school years?

Yes

No

SECTION III - CRIMINAL BACKGROUND PRELIMINARY SCREENING

Each of the following questions must be answered with a "yes" or "no." If any answer is yes, please provide a brief explanation below.

Have you ever been found guilty, entered a plea of nolo contendere, been granted first offender treatment without adjudication of guilt, been placed under a court whereby an adjudication or sentence was otherwise withheld for a felony or any misdemeanor of a high and aggravated nature, or is any charge currently pending against you of the same nature? (Note: A third DUI conviction raises the offense to a high and aggravated nature.)

Yes

No

Have you ever been investigated for allegations of sexual offenses?

Yes

No

Parent/Guardian Candidacy Declaration Form



School Governance Council Parent/Guardian Candidacy Declaration Form **MUST SUBMIT BY Feb 23rd**

Have you ever been accused of and/or investigated for a crime of child abuse or physical abuse?

- Yes
 No

If you answered yes to any of the above questions, please provide a brief explanation here:

Please note, if elected you will be required to undergo a formal criminal background check by Fulton County Schools Department of Safety and Security. If you have any questions or concerns regarding the criminal background check, please contact the Fulton County Schools Police Department at 404-305-3350.

SECTION IV - CANDIDATE STATEMENT

In 1500 characters or less (spaces included), describe your background, qualifications and why you wish to serve on the School Governance Council. This statement will be available for voters to view upon logging into our voting system.

SECTION V – SIGNATURE

Serving on a School Governance Council requires a substantial time commitment (4-5 hours per month or more on average). By typing my signature I attest that I am fully aware of the requirements of serving, I am the person referenced above, and all other information on this form is true and accurate. I understand that misrepresentation or omission of information will be cause for rejection of my candidacy for a position on the above referenced school's Governance Council.

Signature:

Date:

Go to the Charter System website and submit the form online: <http://www.fultonschools.org/en/about/charter> or print out and mail to:

*Samuel Wakefield
Facilitator, Governance & Flexibility*

*Fulton County Schools
6201 Powers Ferry Rd. NW Atlanta, GA 30339*

This form must be submitted by February 23, 2018 in order to be placed on your school's Governance Council ballot. If you provided phone or email contact information above, you will be notified of the status of your candidacy within 5 business days that your candidacy declaration form has been received. If you have any questions about this form or the SGC elections process, please contact Samuel Wakefield at wakefields@fultonschools.org or 470-254-3604.



School Governance Council

2. Teacher Candidacy Declaration Form MUST SUBMIT BY February 23, 2018

SECTION I - NAME & CONTACT INFORMATION

First Name:		Last Name:	
Address:			
City:	State:	ZIP Code:	
Email address:		Best phone contact:	
Is this phone number: <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cellular			

SECTION II - SCHOOL & TERM INFORMATION

Please list the school in which you are interested in running for an SGC position (you must be a teacher at this school):

Two-year term (through June 30, 2020)

Please list your job position in the above referenced school (*Please refer to page 9 of the School Governance Council Candidate Guide for the list of job positions eligible to run for an elected Teacher Representative slot.*):

In order to serve on the School Governance Council in a "Teacher" position, you may not have a child attending the school or be an elected official.

I am the parent of a child attending the above referenced school: <input type="checkbox"/> Yes <input type="checkbox"/> No	I am an elected official: <input type="checkbox"/> Yes <input type="checkbox"/> No
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SECTION III - CANDIDATE STATEMENT

In 1500 characters or less, describe your background, qualifications and why you wish to serve on the School Governance Council. This statement will be available for voters to view upon logging into our voting system.



School Governance Council

3. Teacher Candidacy Declaration Form MUST SUBMIT BY February 23, 2018

SECTION IV - SIGNATURE

Serving on a School Governance Council requires a substantial time commitment (4-5 hours per month or more on average). By typing my signature I attest that I am fully aware of the requirements of serving, I am the person referenced above, and all other information on this form is true and accurate. I understand that misrepresentation or omission of information will be cause for rejection of my candidacy for a position on the above referenced school's Governance Council.

Signature:

Date:

Use the link below to complete and submit the form online:

<https://adobeformscentral.com/?f=nUCFe9VXMCRsQDVtqwGptQ>

or print out and mail to:

Samuel Wakefield
Facilitator, Governance & Flexibility
6201 Powers Ferry Rd. NW
Atlanta, GA 30339

This form must be submitted by February 23, 2018 in order to be placed on your school's Governance Council ballot. If you provided phone or email contact information above, you will be notified of the status of your candidacy within 5 business days that your candidacy declaration form has been received. If you have any questions about this form or the School Governance elections process, please contact Samuel Wakefield at wakefields@fultonschools.org or 470-254-3604.