



# School Governance Council Agenda

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*Date | time* September 9<sup>th</sup> 2018 | 3:50 pm | *Location* A101

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## SGC Members

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Mr. Tim Duncan, Principal | Matt Sharp, Teacher Elect (18-20) | Margaret Garth, Teacher Elect (Chair 17-19) | Deborah Blount, Appointed Staff (17-19) | Ben Salba, Appointed Staff (17-19) | Abby Swiger, Student Representative, Anna Chung, Student Representative | Maria Soriano, Parent Appointed (17-19) | Michelle Levine, Parent Elect (18-20) | Kamini Anand, Parent Elect (18-20) | Community Member Vacancy (X2),

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<b>Time</b>	<b>Item</b>	<b>Owner</b>
3:50 pm	Action Item: Call to Order	Margaret Garth
3:51 pm	Action Item: Approve Agenda	Margaret Garth
3:52 pm	Action Item: Approve Minutes from August 2018 meeting	Margaret Garth
3:55 pm	Discussion Item: Review Meeting Norms	Margaret Garth
4:00 pm	Action Items: A. Elect new sub committees (Budget Chair, Outreach Chair)	Mr. Duncan
4:15 pm	Discussion Items: A. Vacancies on SGC B. How is Chatt Time going? C. Cross-Council meeting dates	Margaret Garth
4:55 pm	Informational Item: Principal's Update	Mr. Duncan
5:10 pm	Discussion Item: A. Greenhouse Update B. Seed Fund Money	Mr. Duncan
5:20 pm	Action Item: Meeting Adjournment	Margaret Garth

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## Meeting Norms

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

## 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 front of this document. We hope you have a restful summer and are looking forward to working with everyone in the fall.

\* **Setting the date, time and location of your meeting:** 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 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)

\* **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.

\* **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 or not they believe that their principal position might become vacant. This committee is comprised of the SGC Chair and three additional voting SGC members.

\* **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.

\* **Discussing your Strategic Plan:** Whether your school will be crafting a new Strategic Plan this year (Cohort 2 and 3 Schools) or making adjustments to your current Strategic Plan (Cohort 1 Schools) it's a great for your council to spend some time talking about what has been successful and what areas could still use improvement in your plan. The Governance and Flexibility team will be getting you additional information this summer about the work you will be doing with your Strategic Plan in the fall.