



# School Governance Council Guidance

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## **CONTENT OF THE MINUTES**

**School Governance Council Meeting Minutes should include the following information:**

- 1) The kind of meeting: regular or special;
- 2) The name of the school;
- 3) The date, time, and location of the meeting;
- 4) Names of all council members present;
- 5) A list of agenda items;
- 6) All materials referenced;
- 7) Description of motions made;
- 8) Names of those making or seconding motions;
- 9) Results of votes;
- 10) Names of all persons voting for, against, or abstaining; (unless the vote is unanimous, in which case just state whether the motion passed or failed unanimously).
- 11) High-level summary of any discussion items
- 12) List of items for information

## **SAMPLE MEETING AGENDA – WITHOUT PUBLIC COMMENT**

### **ABC Elementary School Governance Council**

#### **Meeting Agenda – February 7, 2013 7:30 a.m.- 8:30 a.m.**

*(This meeting does not allot time for public comment)*

#### **7:30 – 7:35 Call to Order**

Welcome

#### **7:35 – 8:00 Action Items**

Approval of Agenda

Approval of Minutes from January 2013 Council Meeting

Request for Flexibility proposal to add Mandarin Chinese to the school curriculum

#### **8:00 – 8:20 Discussion Items**

Review state assessment data – Reading/ELA

#### **8:20 – 8:25 Information Items**

Minutes of PTSA Board meeting

#### **8:25 – 8:30 Announcements and Adjournment**

# **SAMPLE MEETING AGENDA – WITH PUBLIC COMMENT**

## **ABC Elementary School Governance Council**

### **Meeting Agenda – March 7, 2013 7:30 a.m.- 8:30 a.m.**

*(This meeting allots time for public comment)*

**7:30 – 7:35 Call to Order**

Welcome

**7:35 – 7:55 Public Comment** *(The Public Comment section can be scheduled at any point during the meeting but often will be schedule at the beginning or end. When scheduling public comment consider the time of your meeting and whether the public will be able to make it to the meeting in time for public comment or need to leave before public comment begins.)*

**7:55 – 8:15 Action Items**

Approval of Agenda

Approval of Minutes from February 2013 Council Meeting

Approval of 2013-2014 Budget

**8:15 – 8:25 Discussion Items**

Upcoming State Assessments – CRCT, EOCTs, etc.

**8:25 – 8:30 Announcements and Adjournment**

## **SAMPLE MEETING SUMMARY OF ACTIONS**

### **Summary of Meeting Actions - February 7, 2013 School Governance Council meeting**

All Council members were present for the February 7, 2013 council meeting at ABC Elementary School.

#### **Agenda Items and Actions** (The council took action on the following agenda items)

Approved     Minutes from January 2013 Council Meetings

Approved     RFF Proposal – Mandarin Chinese

Discussion   State Assessment Results – Reading/ELA

Information   PTSA Board Meeting Minutes

## **SAMPLE MEETING MINUTES**

### **ABC Elementary School – School Governance Council Meeting**

#### **Minutes - February 7, 2013**

Members present: Wayne Bellcross, Ken Zeff, Korynn Schooley, Tiffany Taylor, Roland Richards, Melissa Phillips, Eddie Breaux, Sherri Davis, Arthur Mills, Tina Lang

The following items were on the agenda:

The meeting was called to order by Ken Zeff at 7:35 a.m.

Korynn Schooley moved and Roland Richards seconded to approve the agenda as presented. The agenda was unanimously approved.

Ken Zeff moved and Tiffany Taylor seconded to approve the minutes of the January Council meeting. The minutes were unanimously approved.

The Council discussed whether to submit a Request for Flexibility proposal to add Mandarin Chinese to the third, fourth, and fifth grade curricula. Tiffany Taylor expressed final reservations about the cost and capacity of adding Mandarin Chinese to the school curriculum.

Melissa Phillips moved and Eddie Breaux seconded to submit a Request for Flexibility proposal to add Mandarin Chinese to the third, fourth and fifth grade curricula beginning with the 2014-2015 school year. The motion passed by a vote of 7 to 2.

Motion by Melissa Phillips, second by Eddie Breaux

Final Resolution: Motion Passed

Yes: Ken Zeff, Korynn Schooley, Melissa Phillips, Eddie Breaux, Sherri Davis, Arthur Mills  
Tina Lang

No: Tiffany Taylor, Roland Richards

The Council received a data packet (attached) from Principal Bellcross highlighting the school reading scores on the CRCT from the 2009-2010, 2010-2011 and 2011-2012 school years. The scores showed a downward trend over the three year period. The Council discussed the reading results. Mr. Bellcross shared the school's plan for increasing the reading scores through a reading buddy program initiated by the Governor's Office and an assigned reading mentor that will help our teachers develop additional strategies for struggling readers. Through this program, members of the Governor's staff will be assigned a buddy at the school and read with them once a week for 30-45 minutes.

The Council received a copy of the minutes of the February PTSA Board meeting for information.

Sherri Davis moved and Roland Richards seconded to end the meeting. The motion passed unanimously.

The meeting adjourned at 8:27 a.m.

## **SAMPLE PUBLIC COMMENT SCRIPTS**

*The following are sample scripts for you to use as you open your SGC meetings. We encourage you to use this sample language and adjust as appropriate for your specific school and meeting.*

### **SGC Script for Meeting with No Public Comment**

Good morning/afternoon:

This is the February meeting of the School Governance Council of ABC Elementary School. The Council welcomes and encourages citizens to attend its meetings to become better acquainted with the programs of ABC Elementary School and the role of the School Governance Council. This meeting is open to the public. Citizens are welcome to attend the meeting, but must refrain from interrupting or distracting the Council proceedings. If there are questions or information that you have for the Council, you may contact one of the Council members after this meeting or plan to speak at one of the meetings that reserves time for Public Comment. You can find Council member contact information and meeting dates and agendas on the School Governance page of the ABC Elementary School website.

### **SGC Script for Meeting with Public Comment**

Good morning/afternoon:

This is the February meeting of the School Governance Council of ABC Elementary School. The Council welcomes and encourages citizens to attend its meetings to become better acquainted with the programs of ABC Elementary School and the role of the School Governance Council. This meeting is open to the public. Citizens are welcome to attend the meeting, but must refrain from interrupting or distracting the Council proceedings.

For those of you wishing to provide comment, there is time allotted on the agenda from 8am – 8:20am. The sign-up sheet is by the door. Each member of the public will have 2 minutes to speak at which time we will ask you to have a seat to allow others to speak. The Public Comment period is designed to gain input from the public and not for immediate responses by the Council to the public comment presented. At the end of the 20 minutes we will close public comment and move on to the next agenda item. If there are questions or information that you have for the Council, you may also contact one or more of the Council members after this meeting. You can find Council member contact information and meeting dates and agendas on the School Governance page of the ABC Elementary School website.

## PUBLIC COMMENT TIPS

The meetings of the School Governance Council are open to the public. School and community stakeholders are welcome to attend SGC meetings to remain abreast of the work of the Council, but they can only participate in the meeting during the scheduled periods for Public Comment. School Governance Councils are encouraged to reserve time for Public Comment at some of their meetings and visibly indicate on the agenda if Public Comment will be allowed. Here are some tips for Public Comment:

1. The SGC is not required to schedule time for Public Comment at every meeting. Public Comment should be scheduled for major action items (items that need an SGC vote) that will require public input or need public buy-in (ex. RFF proposal requires Public Comment). Councils should determine their meeting schedules for the year and decide which meetings will allow Public Comment (ex. the Council could decide to have Public Comment once a quarter or once a semester, etc.).
2. Consider the schedule of the school community for those meetings that do allow Public Comment in order to give your community the chance to participate. This will help the Council determine whether to place time for Public Comment at the beginning of the agenda or at the end.
3. Set a specific time for your Public Comment period. For example, you could allot a 20 minute segment on the agenda for Public Comment and allow each member of the public to have 2 minutes to speak during that segment. At the end of the Public Comment period, the Chair should close Public Comment and move on to the next agenda item.
4. School Governance Council members should not respond during the Public Comment period. The Public Comment period is designed to gain input from the public – not for immediate responses by the Council to the public comment presented. The Council should listen attentively to all comment and take the summation of the comment into consideration when making decisions.
5. Remind the public that a scheduled Public Comment period on the agenda is not the only means for providing input. The School Governance Council should encourage the public to contact them via their FCS email addresses. Emails sent to Council members about school concerns are also considered public comment. If there are urgent matters that need the Council's attention, the Outreach & Communications Committee can organize Information Sessions or separate Public Comment meetings to gather that information from stakeholders and share with the full Council.

## **SCHOOL GOVERNANCE COUNCIL – FREQUENTLY ASKED QUESTIONS**

### **1. What is the role of the 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. Councils operate under the control and management of the Board of Education. The Council is responsible for making decisions regarding the strategic direction of the school including:

- a) Approve the school strategic plan and updates
- b) Approve the annual budget recommendations and annual resource allocations
- c) Interface with the schools' Title I Committee (if applicable)
- d) Manage the Request for Flexibility process
- e) Participate in hiring the principal (in the case of a vacancy)
- f) Provide annual feedback (to the Area Superintendent) on principal performance

School Governance Councils do not have the authority to:

- a) Hire the employees of the school
- b) Remove the principal from his/her position
- c) Set compensation levels for staff
- d) Set attendance boundaries/zones for students

### **2. Can principals and students make and/or second motions?**

Principals and student SGC members are not voting members and cannot make or second motions.

### **3. Tell me more about mandatory reporting of suspected child abuse. What is the DFACS contact information? Is the SGC Child Abuse reporting requirement in effect at all times and in all locations? (for example: if a SGC member sees a child being abused at Target, while shopping on a Saturday evening, is the SGC member required to report the abuse?)**

School Governance Council members are required to report reasonable allegations of child abuse to the principal and the Fulton County Division of Family and Children Services. This requirement is situational and applies only in the context of your role as a SGC member. The contact for the Fulton County DFCS intake line is 404-699-4399.

Fulton County Schools will provide you with webinar training on mandatory child abuse reporting. The training should only take about 10 minutes to complete. Completion of the training is required for all Council members who have not already done so in their role as an FCS employee or volunteer.

**4. Please explain the different voting requirements. What constitutes a quorum? How many “yes” votes is a majority? How many “yes” votes is a 2/3 majority?**

Each School Governance Council has **9 voting members**: 3 Parents/Guardians, 2 Teachers, 2 School Based Employees, and 2 Community Members. Principals and Students are not voting members.

	<b>Voting Requirement</b>	<b>Possible Actions</b>
<b>Quorum</b>	At least 5 voting members present	Have a meeting
<b>Majority</b>	Any majority of voting members once quorum established. At least:  3 affirmative votes from quorum of 5 voting members; or  4 affirmative votes with presence of 6 or 7 voting members; or  5 affirmative votes with presence of 8 or 9 voting members	<ul style="list-style-type: none"> <li>- Approve Strategic Plan</li> <li>- Approve Budget</li> <li>- Establish Committees</li> <li>- Enter Executive Session (<b>only</b> for Principal Feedback or at Superintendent’s Request)</li> </ul>
<b>2/3 Majority</b>	6 affirmative votes from voting members	<ul style="list-style-type: none"> <li>- Remove voting Council member</li> <li>- Request for Flexibility</li> </ul>

A **quorum** requires at least **5 voting members** to be present.

Actions requiring a **majority** vote (once the quorum has been established) must have at least:

- **3 affirmative votes when 5 voting members present**
- **4 affirmative votes when 6 or 7 voting members present**
- **5 affirmative votes when 8 or 9 voting members present**
  - Approve Strategic Plan
  - Approve Budget
  - Establish Committees
  - Enter Executive Session (only for Principal Feedback or at Superintendent's Request)

Actions requiring a **2/3 majority vote** must have at least **6 affirmative** votes from the voting members of the Council.

- Removal of voting Council member
- Request for Flexibility

## **5. Where can I find more information on the open meetings and open records laws?**

The Georgia Press Association has put together a summary of Georgia's Open Meetings and Open Records laws and can be found by visiting:

[http://www.gapress.org/PDFs/2012\\_sunshine\\_laws.pdf](http://www.gapress.org/PDFs/2012_sunshine_laws.pdf)

If you have questions about your Council's processes and following these laws, please contact our School Governance Team at [Schoolgovernance@fultonschools.org](mailto:Schoolgovernance@fultonschools.org) or 404-669-4919.

## **6. When and how should meeting minutes and summaries be posted?**

After your meeting, post a summary of actions within 2 days. Send draft minutes to the Council within 20 days via email so that all Council members can review before the next meeting. Approve the minutes at the next regular meeting of the Council and post immediately.