School Governance Council Training

"Pursuing Excellence for All"

Goals of Training

- Understand what it means to be a Charter School System
- Understand how the School Governance council is comprised.
- Understand your role and responsibilities as a member of a System/School Governance Council (SGC).
- Understand the process and operating procedures for conducting governance meetings.
- Understand the governing by-laws of the System/School Governance Council (SGC)

Charter School System

- A charter school system is a local school district that operates under the terms of a charter contract between the State Board of Education and the local Board of Education. The system receives broad flexibility in the form of waivers of certain state laws, rules, and guidelines in exchange for greater accountability for increased student performance and an emphasis on school-based leadership and decision-making.
- Our current charter contract expires in 2016.
- We are currently working on our renewal contract and are seeking a ten year approval.

Adapted from Charter System Foundation for Dawson County Schools-8/26/15

Charter School System

Definition

- A local school system that operates under the terms of a charter.

Facts & Features

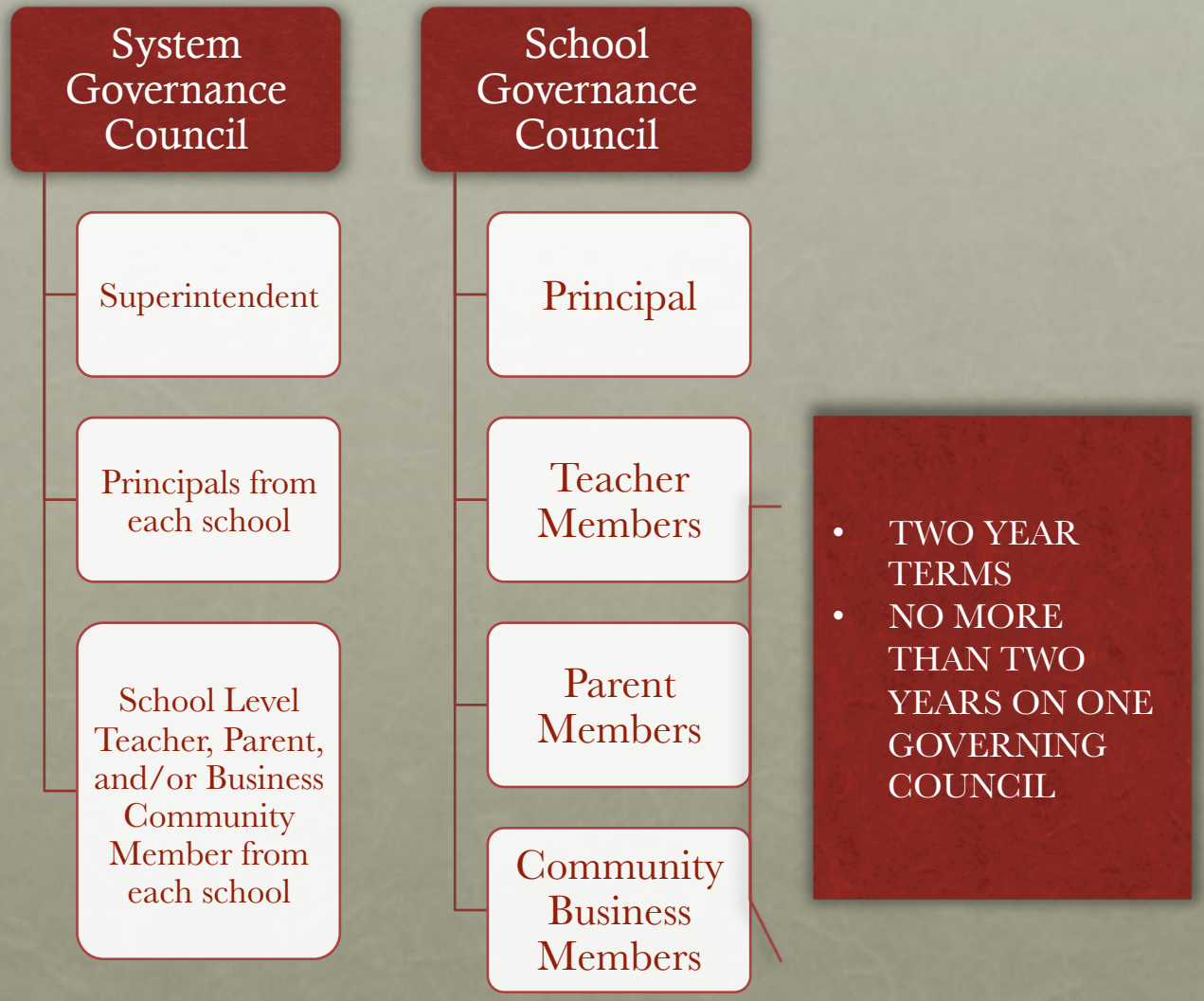
- Charter is a contract between the LEA and SBOE.
- School system gains flexibility to innovate in exchange for increased academic accountability.
- Emphasis on school-based leadership and decision-making.

Relative Advantages

- Increased school-level autonomy and accountability.
- Additional per-pupil funding in QBE.

Adapted from Charter System Foundation for Dawson County Schools-8/26/15

Structure of the Council



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Structure of the Council

- School elections should occur between April 1 – May 31 of each year.
- Parent members are elected by parents and guardians of the school.
- Teacher members are elected by colleagues.
- Business Community Members are recommended to the council by the principal and council chair. The governance council votes to approve these recommendations.

Role of Governance Councils

- School Governance Councils (SGCs) work collaboratively to support system and school level educational goals.
- School Governance Councils (SGCs) allow parents, teachers, and business community members to participate in the decision-making processes in our schools pertaining to personnel, finances, curriculum and instruction, resource allocation, school improvement planning, and school operations.

Role of Governance Councils

As a member of the System/School Governance Council, you shall….

- maintain a system/school-wide perspective on all issues.
- act with integrity and maintain confidentiality of all information.
  - Understand that individual student data/information is protected by FERPA and cannot be shared.
  - Understand that individual employee information is confidential and will not be shared.
- regularly participate in meetings and trainings.
- act as a link between the school governance council and the community and encourage the participation of parents and others within the school community.
- work to improve student achievement and overall success of the system/school.

Adapted from Charter System Foundation for Dawson County Schools-8/26/15

Role of Governance Councils

Personnel Decisions	• Participate in process for principal or leader selection. • Serve on interview panels/make recommendations
Financial Decision/Resource Allocation	• Review/provide input into expenditures of federal, state, and local funds. • Review/provide input on allocations of charter school fund-raiser funds
Curriculum & Instruction	• Provide feedback for selection of instructional materials for state-approved curriculum. • Provide feedback on alignment of instructional materials to school improvement goals.
School Improvement	• Review and provide feedback on school performance data. • Review and provide feedback on progress of school improvement plan • Participate in the district/school accreditation process.
School Operations	• Serve as a resource and support to the school and teachers through volunteer efforts. • Review and recommend actions to improve the overall operations and learning environment of the school.

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Member Roles & Responsibilities

Chairperson	• Parent Member • Works with principal to develop agenda • Presides over meetings
Vice-Chairperson	• Acts as Chairperson if he/she is not present
Secretary	• Principal • Clerk of Council • Records all votes and minutes • Gives notice of meetings

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Operation of Meetings

- System Governance Council meets 3 times per year with Superintendent of Dawson County Schools.
- School Governance Councils meet monthly.
- Notification of meetings with date, time, and location of meeting should be sent to all members prior to meeting.
- Council secretary must have a procedure for notifying public at least 24 hours in advance of meeting. Dates of meetings should be posted on school website.
- A quorum must be present to conduct a meeting. The majority (4) council members must be present to conduct council business.

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Meeting Norms

- Begin meetings on time.
- Stay focused on the business at hand.
- End meetings on time.
- Encourage participation of all members.
- Use a parliamentary procedure for meetings.
- Close meetings in a positive manner.
- Work collaboratively and respectfully.

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Parliamentary Procedure

- Call the meeting to order.
- Make a motion to approve each action item.
- Second the motion to approve each action item.
- Discuss/if necessary, the motion to approve each action item.
- Vote on the motion to approve each action item.
- Adjourn meeting.

Adapted from Charter System Foundation for Dawson County Schools-8/26/15

Operation of Meetings

Governance Council Meetings are subject to the Open Meetings Act

- A summary of the agenda items acted on and members present should be made available for public inspection upon request within two business days of meeting.
- Minutes must be shared with all members within 20 days of each meeting.
- Official minutes shall be open for public inspection once approved by the council. Post approved minutes on school website.
- Records are public and open to the review of any citizen at a reasonable time and place.
- If you receive a request, please notify principal as soon as possible. All meeting agendas and minutes are available on school websites.

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School Governance Bylaws

Purpose of SGC
Authority of SGC
Roles of SGC

Membership
Terms
Elections
Vacancies

All council members should **receive and review** the School Governance Council Bylaws

Meetings
Minutes
Officers

Duties of Principal
Responsibilities of Board of Education

Adapted from Charter System Foundation for Dawson County Schools-8/26/15

Questions???

Thank you for your support and commitment to our schools!
If you have questions, please contact your school principal.

Contact Person	Contact Information
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