



The Office of Family and Community Partnerships

School Governance Councils School-Based Meeting Guide

The following is a list of items SGC should consider every year. Items are listed by month as a suggestion to best support your planning. These could be used as a guide for agenda items in your SGC school-based meetings. Schools may want to add to the list as they see fit.

September

- ✓ Begin recruitment to fill any vacancies.
- ✓ Introductions on your current SGC council to the school community.
- ✓ Review, revise and adopt meeting calendar for the year.
- ✓ SGC minutes must be uploaded to district website.
- ✓ Plan & Review Family & Community Engagement Action Plan
- ✓ Title 1 (Parental Involvement Funds) expenditures

October – December

- ✓ Finalized SGC nominations and elections by mid-October.
- ✓ Submit a complete list of your SGC to Central Office.
- ✓ Attend SGC district-wide trainings.
- ✓ Review/modify by-laws if necessary.
- ✓ Review School Improvement Plan (SIP) and submit SIP signed cover page.
- ✓ Submit SIP sign-off form after review.
- ✓ Review/revise parent involvement policy (if your school received Title 1 funds)
- ✓ Review/revise School-Parent Compact.
- ✓ SGC minutes must be uploaded to district website.

January – March

- ✓ Review school budget.
- ✓ Sign-off and submit preliminary budget approval form (January – February).
- ✓ Sign-off and submit final budget approval form (March – April).
- ✓ SGC minutes must be uploaded to district website.
- ✓ Attend SGC district-wide trainings.
- ✓ SGC minutes must be uploaded to district website.
- ✓ Title 1 (Parental Involvement Funds) expenditures

April – June

- ✓ Attend SGC district-wide trainings.
- ✓ SGC minutes must be uploaded to district website.
- ✓ Review school climate survey results.
- ✓ Review school achievement data with Principal as they relate to the school's improvement plan.

June – August

- ✓ Assist school Principal with the developing or reviewing of the School Improvement Plan (SIP).
- ✓ Assist school administrators with the developing or reviewing of the School-Parent Compact.