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.