Adding or Editing a School Council Meeting in eBoard

Log into eBoard –

Click on Meetings and scroll down the list to find School Council

There are four SAMPLE school council agendas in the list. Select the one most appropriate for your needs.

Click on Meeting Management in the upper right hand corner.

Select Copy Meeting from the list.
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It will take almost a minute to copy the meeting. Then, fill out the meeting information. Leave the Meeting Type as School Council. Change the title to reflect the name of your school. Change the meeting date and time. Change the location information. Add any information that you wish into the header and then click on Save and Close.

As you click on each line item of the agenda, a group of tools will appear. Select the Trash Can if you need to delete a line item. Click on the pencil to edit the line item.

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Make sure that you check the Ready for Meeting Box before you Save and Close.

If you have any questions, you can contact Candy Beggs in the Accountability Office.

Candy Beggs
Accountability Technology Specialist
Phone: 706.826.1000
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Richmond County Schools

School Council Meeting SAMPLE
7/1/2015 10:00:00 AM
Beginning of the Year Meeting
School Auditorium

I. Welcome

II. Purpose of School Councils
   School Councils help to improve communication and participation of parents and the community in the management and operation of local schools.

III. Goals

IV. Training

V. Membership

VI. Election of Members

VII. Officers and Duties

VIII. Role of Local School Board

IX. Bylaws

X. Code of Ethics

XI. FERPA Sherpa and Privacy

XII. School Profile Information
    School Profile Template
    School Profile Form

XIII. Q & A

XIV. Adjournment
I. Welcome

II. Call to Order

III. Attendance

IV. Approval of Minutes

V. Committee Reports
   i. Operational Effectiveness
   ii. High Performing Culture and Workforce
   iii. Communications
   iv. Community Engagement
   v. High Student Achievement

VI. Principal's Remarks

VII. Set Next Meeting Date

VIII. Announcements

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