

# SCHOOL COUNCIL PLANNER

- Richmond County School System School Council webpage: <http://www.rcboe.org/Page/8577>
- School Council Resources: <http://georgiaeducation.org/training.html>
- Sample Agendas and Instructions for eBoard: <http://www.rcboe.org/cms/lib010/GA01903614/Centricity/Domain/4716/SampleAgendas.pdf>
- Advantages of a School Council flyer: <http://www.rcboe.org/cms/lib010/GA01903614/Centricity/Domain/4716/Advantages%20of%20a%20School%20Council.pdf>

## **Quarter 1: July, August, and September**

- Determine your School Council members. Remember, you must have at least 7 members – 4 parents (two should be businesspersons), 2 school employees, and the Principal
- Make sure that all new members go through School Council training
- [Parent Flyer](#) that you can personalize for your school
- Set your meeting dates (you must have 4 meetings per year- see [sample agendas](#))
- Attend any System-wide School Council meetings that are scheduled
- Submit your School Council members by September 30 using [this form](#)
- Set your agenda for the first meeting – make sure that you have one meeting in the first quarter – take minutes
- Review the [School Council End-of-the-Year report](#) so all members will understand what they are working toward.
- Email your [School Council By-Laws](#) to the Accountability Office by September 30
- [Sample School Council PowerPoint](#) that you can personalize for your school

## **Quarter 2: October, November, and December**

- Set your agenda for the second meeting
- Hold your second meeting – make sure that you take minutes
- Attend any System-wide School Council meetings that are scheduled

## **Quarter 3: January, February, and March**

- Set your agenda for the third meeting
- Hold your third meeting – make sure that you take minutes
- Attend any System-wide School Council meetings that are scheduled

## **Quarter 4: April, May, and June**

- Set your agenda for the fourth meeting
- Hold your fourth meeting – make sure that you take minutes
- Attend any System-wide School Council meetings that are scheduled
- Submit your [School Council End-of-the-Year report](#) by June 8

## **RCSS DISTRICTWIDE MEETING DATES:**

- August 31, 2017 @ 5:00 PM
- September 28, 2017 @ 5:00 PM
- October 26, 2017 @ 5:00 PM
- March 15, 2018 @ 5:00 PM