

Meeting minutes:

The meeting was called to order by Principal Forsgren and introductions were made. Those attending were:

Doug Forsgren - Principal
Kim Landon – Faculty representative
Tammy Thomas - Parent
Valerie Johnson - Parent
Cherie Matsen - Parent
Doug Wayment – Parent
Christina Kirkman - Parent

Jessica Gibbons (Parent) and Sandi Waggoner (Faculty) were not in attendance.

The Community Council training video was made available to the council by Principal Forsgren.

Principal Forsgren opened the floor for nominations for Chair, Vice Chair and Secretary.

- Doug Wayment nominated Tammy Thomas for **Chairperson**, which was seconded by Cherie Matsen. Voting was unanimous in favor of this nomination by those in attendance.
- Doug Wayment nominated **Valerie Johnson for Vice Chairman**, which was seconded by Tammy Thomas. Voting was unanimous in favor of this nomination by those in attendance.
- Doug Wayment Volunteered for the position of **secretary**.

Principal Forsgren turned the meeting over to the new Chairperson Tammy Thomas for the remainder of the time.

We reviewed our School Improvement plan goals from last year, they are:

- 80% of students at benchmark by the end of the year. The plan developed from last year calls for us to use Trust Land Funds to support this goal by providing salaries for a reading interventionist/Teacher Assistant (\$24,506) and SRI assessment (\$250). Total needed to support this goal is \$24,756.
- College and Career readiness; Develop mathematical habits by engaging in problem solving activities. \$4600
- Quality Staffing: Teachers will implement the professional learning community process by frequently meeting with grade level members. \$0.00

The committee covered the reports of standing committees for school improvement. This included:

- Trust Lands funds (Budget vs. Expense)
- Reading Improvement (DIBLS)
- Technology Advancement
- Staff Development

The committee discussed the adoption of rules of order as presented (see attachments). Tammy Thomas motioned for their adoptions, which was seconded by Doug Forsgren. Voting was unanimous in favor of this nomination by those in attendance.

The Committee discussed how often to meet. **Doug Wayment motioned that we meet the third Friday of every month**, with the exception of October (due to fall break, we'll move the meeting to the fourth week) and no meeting in December, the motion was seconded by Kim Landon. Voting was unanimous in favor of this motion by those in attendance.

After conducting the aforementioned business and having concluded all discussion, **Tammy Thomas motioned that we adjourn**, which was seconded by Doug Forsgren. Voting was unanimous in favor of this motion by those in attendance.

Rules of Order and Procedure

To promote ethical behavior and civil discourse each council member shall:

- Attend council meetings on time and prepared
- Make decisions with the needs of students as the main objective
- Listen to and value diverse opinions
- Be sure the opinions of those you represent are included in discussions
- Expect accountability and be prepared to be accountable
- Act with integrity

Rules of Procedure:

All meetings are open to the public and the public is welcome to attend.

The agenda of each upcoming meeting with draft minutes of the prior meeting will be made available to all council members at least one week in advance.

Minutes will be kept of all meetings, prepared in draft format for approval at the next scheduled meeting.

The council will prepare a timeline for the school year that includes due dates for all required reporting and other activities/tasks that the council agrees to assume or participate in. The timeline will assist in preparation of agendas to be sure the council accomplishes their work in a timely manner.

The chair or a co-chair conducts the meetings, makes assignments and requests reports on assignments. In the absence of the chair or co-chair, the vice-chair or other co-chair shall conduct meetings.

Meetings shall be conducted and action taken according to very simplified rules of parliamentary procedure as required in 53A-1a-108.1(9)(i). Items on the agenda take priority over other discussions coming before the council. Action of the council will be taken by motions and voting. The motions and voting are recorded in the minutes.

A motion (or an action to be taken by the council) is stated as a motion. Someone else on the council "seconds" the motion indicating that at least one other person on the council feels the motion is worthy of discussion. Then the council members may provide input and discussion as called upon by the chair. When discussion seems complete the chair may call for a vote on the motion. Or when a member of the council "calls the previous question" (a motion to end discussion of the first motion), a second is required and then, without discussion the chair calls for a vote that must pass by 2/3. If the vote on the previous question fails the council goes back to discussing the first motion. If the motion to call the previous question passes, the chair directly calls for a vote on the first motion. A vote to call the previous question is usually used to move business along.

Attached is a chart that could be used if the council feels they would like to use additional motions of Parliamentary Procedure in their meetings.

Simple Motions of Parliamentary Procedure

MOTION	DOES IT REQUIRE A 2ND?	IS IT DEBATABLE?	CAN IT BE AMENDED?	IS A VOTE REQUIRED
Adjourn	yes	no	no	majority
Amend a motion	yes	yes	yes	majority
Close nominations	yes	no	yes	2/3
Main motion	yes	yes	yes	majority
Point of Order	no	no	no	ruled on by chair
Previous Question	yes	no	no	2/3
Reconsider	yes	yes	no	majority
Withdrawal of Motion	no	no	no	majority

- A tie vote is a lost vote.
- A main motion may be amended.
- Nominations can be closed by saying, "I move to close nominations."
- Most motions are main motions.
- A point of order is offered when there is some question if procedure had been followed correctly.
- To stop debate or discussion on a motion and force the vote a member would say, "I move the previous question." This requires a second and a 2/3 vote.
- Hasty action may be corrected by use of the motion to reconsider. This motion may be made only by one who voted on the prevailing side.
- A person who made the motion may withdraw the same motion.

This template was developed at the request of schools and districts to meet a new requirement for school community councils to adopt Rules of Order and Procedure (53A-1a-108.1). The template may be reviewed and amended by councils to meet their needs or councils may develop their own.