

Farmington Elementary Community Council Meeting minutes from 02/21/2014:

The meeting was called to order by Chairperson Lorraine Gregory, who welcomed all those in attendance.

Those attending were:

Doug Forsgren - Principal
Kim Landon – Faculty representative
Sandi Waggoner - Faculty representative
Valerie Johnson - Parent
Doug Wayment - Parent
Tammy Thomas - Parent
Cherie Matsen - Parent
Lorraine Gregory - Parent

Doug Wayment motioned that we adopt the previous meetings minutes, which was seconded by Kim Landon. Voting was unanimous by those present.

Once the minutes were adopted we moved to agenda items:

- Trust Lands: Budget Review; Principal Forsgren reviewed the budget to date. To date we have spent ~\$14,400 with ~\$11,000 of that being in salary. There is an additional ~9,000 encumbered to cover salaries for the rest of the year. This leaves approximately \$7,000 for the remainder of the year.
- Reading Improvement: Principal Forsgren covered the DIBELS testing for the school. There is some concern in the third grade, due to a slight drop in overall proficiency. 4th and 6th grades are bright spots, meeting/exceeding the 80% proficient mark.
- Technology Advancement: No Community Council updates, but Principal Forsgren updated us that there have been an additional eight Wireless Access points installed in the school and they have purchased iPads and a MacBook pro. The funds for this came from the school district, fundraisers, and box top donations.
- Staff Development: Principal Forsgren is sending the 3-6 grade teachers to cognitive math training onsite by BYU professor Dr. Damon Bahr. We discussed sending additional teachers (Grades k-2) to the presentation using Trust Fund lands. Principal Forsgren is going to find out from Dr. Bahr how appropriate this would be for the additional teachers. Lorraine Gregory motioned that we allocate up an additional \$600 to cover the cost of substitute teaches (\$75 per teacher for eight teachers) if Principal Forsgren determines that it is grade level appropriate. Voting was unanimous in favor of the motion by all present.
- Misc Business: Principal Forsgren solicited feedback from the council on Nick Sidwell starting an afterschool program called Bricks 4 Kids. This program is designed to improve dexterity and hand writing. They are hoping to get 25 kids to sign up.

After conducting the aforementioned business and having concluded all discussion, Doug Wayment motioned that we adjourn, which was seconded by Cherie Matsen. 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.