

# Victor Primary School

## VPS Building Council Minutes

September 13, 2016

ECS Board Room

3:30 p.m.

**Facilitator:** Danny Dehm

**Notetaker:** Jen Check

**Members:** ~~Mary Anne Buckley~~, Wendy Chiasson, Kelly Danks, Danny Dehm, Josh Doyle, Chris Gerace, Julia Reeder, Chris Space, Jenny Twardokus

**Guests:** Jen Check

### Minutes

#	Topic/Subject			
<b>Opening</b>				
1	Welcome	Facilitator	1 min	
2	Approve minutes of	Facilitator	3 min	Minutes were approved as written.
3	Review agenda	Facilitator	1 min	
<b>Guest Presentation</b>			<b>0 min</b>	
4	Shared Decision Making Training Presentation			
<b>Old Business</b>			<b>40 min</b>	None
<b>New Business</b>			<b>15 min</b>	
7	Norms Established			<p>The following meeting norms and guest protocol were agreed upon:</p> <ul style="list-style-type: none"> <li>● Begin and end meetings on time.</li> <li>● Maintain confidentiality when prudent.</li> <li>● Be prepared.</li> <li>● Be respectful of others while listening with an open mind.</li> <li>● Active participation for everyone is encouraged.</li> <li>● Insure that all Council members have stated their position and/or opinion in the decision making process.</li> <li>● Maintain a positive focus on topics related to student achievement.</li> <li>● Employ responsible, positive communication with constituents by actively seeking their opinions and input when appropriate.</li> <li>● Recognize that members represent a constituency within the school community.</li> </ul>
8	Guest Protocol Established			<ul style="list-style-type: none"> <li>● Welcome the guest.</li> <li>● Provide introductions.</li> <li>● Share norms.</li> </ul>

				<ul style="list-style-type: none"> <li>• Guest may provide input but will not participate in the consensus process.</li> </ul>
9	Meeting Minutes/Dates			<p>The approved minutes process was discussed - they are shared with the Board of Education, three parent groups, Primary School staff, and on the website.</p> <p>Some parents may not know to look on the website for the minutes. Consider including this note in the next building newsletter sent to parents.</p> <p>Meeting dates were chosen and it was agreed upon that the goal is to have approximately 10 meetings (1X/month) over the course of the year. Based upon the topic(s) of discussion or decision(s) required, Council members will agree upon the next meeting date from those that we all have penciled in on our calendars. It was recognized that it is easier to remove a date from our calendars than attempt to find another date to meet.</p>
10	Assign Roles			<p>Facilitator - Danny</p> <p>Minute Keeper - Jen</p> <p>Time Keeper - Wendy</p>
<b>Closing</b>			<b>5 min</b>	
11	Review assigned tasks	Minute Taker	1 min	Danny will include a note in the upcoming VPS Calendar about where to find the building council minutes.
12	Set agenda and roles for next mtg.	Facilitator	2 min	<b>Brainstorm Possible Building Goals</b>
13	Parking Lot Attendant	Facilitator	2 min	
14	Roundtable	All	4 min	

**Future Meeting Dates in VPS Room #101:**

- Friday, September 30: 7:45 a.m.
- Thursday, October 20: 3:30 p.m.
- Friday, November 4: 7:45 a.m.
- Thursday, November 17: 3:30 p.m.
- Friday, December 16: 7:45 a.m.
- Thursday, January 12: 3:30 p.m.
- Friday, January 27: 7:45 a.m.
- Thursday, February 16: 3:30 p.m.
- Friday, March 10: 7:45 a.m.
- Thursday, March 30: 3:30 p.m.
- Friday, April 28: 7:45 a.m.
- Thursday, May 11: 3:30 p.m.
- Friday, June 2: 7:45 a.m.