

Victor Primary School

VPS Building Council Minutes

September 11, 2017
VECS Board Room 101
3:30 p.m.

Facilitator: Jen Check

Notetaker: Jen Check

Members: Kristin Abbott, Leah Besaw, Merry Braithwaite, Wendy Chiasson, Josh Doyle, ~~Matt Mulvaney~~, Julia Reeder, Chris Space, Colleen Saar

Guests: Leah Kedley

Minutes

#	Topic/Subject			
Opening				
1	Welcome	Facilitator	1 min	
2	Approve minutes	Facilitator	3 min	
3	Review agenda	Facilitator	1 min	
Guest Presentation			0 min	None
4				
Old Business			40 min	None
New Business			15 min	
5	Shared Decision Making Training			Training was given regarding the history and context of Shared Decision Making at VCS, as well as the Shared Decision Making Plan. Members engaged in an activity to learn more about facilitation of groups.
6	Working Agreements/Norms			<p>Members reviewed sample agreements/norms and agreed to the following for our work this year:</p> <ul style="list-style-type: none"> ● Begin and end meetings on time. ● Maintain confidentiality when prudent. This will be stated in the conversation. ● Be prepared. ● Be respectful of others while listening with an open mind. ● Active participation for everyone is encouraged. ● Ensure all members state their position and/or opinion in the decision making process. ● Promote constructive, solution-focused discussions. ● Employ responsible, positive communication with constituents by actively seeking their opinions and input when appropriate.

				<ul style="list-style-type: none"> Recognize members represent a constituency within the school community.
7	Guest Protocol			<p>Members reviewed sample guest protocols and agreed to the following for our work this year:</p> <ul style="list-style-type: none"> Welcome the guest. Provide introductions. Share working agreements/norms. Guest may provide input but will not participate in the consensus process. Should the guest desire to address the Council, they will be given 3 minutes to speak. The order of a guest's opportunity to contribute will be determined by the facilitator.
8	Meeting Dates Identified			<p>Meeting dates for the school year were identified using a model of "shared sacrifice," knowing that schedules are busy and there was not one day or time when all members would be available. Members worked to identify a variety of days and times to accommodate different schedules, knowing now every member will be able to attend every meeting.</p>
Closing			5 min	
9	Review assigned tasks	Minute Taker	1 min	<p>Bring thoughts and ideas for potential Building Council work for this year. Prior to the next meeting, members will review the list generated at the last Building Council meeting held during the 2016-2017 school year:</p> <ul style="list-style-type: none"> Implement, review, and gather feedback regarding WIN time changes Colleague Consultations - streamline the process to alleviate paperwork burden Supporting curricular initiatives within the building Professional Development - considering unique and broad options (i.e. "speed PD") Enrichment Considerations - scheduling possibilities to foster various options/volunteers/special guests Technology and Keyboarding - looking ahead to NYS assessment and keyboarding skills, conduct research, tools for learning, etc. Whole-School Morning Meeting - More student involvement and leadership Ways to increase connections among classrooms (reminiscent of the Family Structure) - this could be done through the PLC and WIN structure, buddy classes, or more studio days Alternatives for more active indoor play during the winter months when playing outside is limited Family evening events to increase community connections (ex. Family read-aloud night where people come to school in their pajamas). These opportunities have been available in the Victor/Farmington Library as well

				<ul style="list-style-type: none"> English-Language Arts connections with families focused on creating literacy rich environment Research therapy dogs for children to read to and connect with to develop literacy and social and emotional skills
10	Set agenda and roles for next mtg.	Facilitator	2 min	Review Minutes Goal Development Invitee Positions Identified, If Needed
11	Parking Lot Attendant	Facilitator	2 min	
12	Roundtable	All	4 min	

Next Meeting Dates:

Thursday, October 5, 2017: 7:45 - 9:00 a.m. in Room 101

Thursday, October 19, 2017: 3:30 - 4:45 p.m. in Room 101

Wednesday, November 8, 2017: 3:30 - 4:45 a.m. in Room 101

Thursday, December 14, 2017: 7:45 - 9:00 a.m. in Room 101

Thursday, January 11, 2018: 7:45 - 9:00 a.m. in Room 101

Thursday, January 25, 2018: 3:30 - 4:45 p.m. in Room 101

Tuesday, February 13, 2018: P3:30 - 4:45 p.m. in Room 101

Thursday, March 8, 2018: 7:45 - 9:00 a.m. in Room 101

Tuesday, March 27, 2018: 3:30 - 4:45 p.m. in Room 101

Thursday, April 19, 2018: 7:45 - 9:00 a.m. in Room 101

Thursday, May 10, 2018: 3:30 - 4:45 p.m. in Room 101

Thursday, May 31, 2018: 7:45 - 9:00 a.m. in Room 101