

Victor Primary School

VPS Building Council Minutes

September 17, 2018

VIS Auditorium

3:30 p.m.

Facilitator: Jen Check

Notetaker: Jen Check

Members: Merry Braithwaite, Matt Mulvaney, Mike Musselman, Sarah O'Hare, Stephanie O'Shell, Gina Peterson, Hilary Ross, Chris Space, Leslie Summerson

Guests: Leah Kedley

Minutes

#	Topic/Subject			
Opening				
1	Welcome	Facilitator	1 min	
2	Approve minutes	Facilitator	3 min	
3	Review agenda	Facilitator	1 min	
4	Introductions	Facilitator	5 min	
Guest Presentation			0 min	None
5				
Old Business			40 min	None
New Business			15 min	
6	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 coming to consensus in a group.
7	Working Agreements			<p>Members reviewed a sample of working agreements 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 diverse 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.
8	Guest Protocol			<p>Members reviewed a sample guest protocol 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 3-5 minutes to speak. Guests who are invited based on Council goal work may be given additional time in the agenda. The order of a guest's opportunity to contribute will be determined by the facilitator.
9	Meeting Dates Identified			Meeting dates for the school year were identified using a model of "shared sacrifice."
Closing			5 min	
10	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 2017-2018 school year:</p> <ul style="list-style-type: none"> Consider looking at ways to build interclassroom connections or ways to help a large school feel more like a small school. Consider hosting an evening family event to build family connections and support curriculum/content. Consider theater/arts opportunities for children. A member shared information from another school district where the school and PTSA partnered to bring in a production company to offer a theater experience for children. Evaluate mid-year whether enrichment opportunities were expanded based on the recommendations of council this year.
11	Set agenda and roles for next mtg.	Facilitator	2 min	<p>Review Minutes</p> <p>Goal Development</p> <p>Invitee Positions Identified, If Needed</p>
12	Parking Lot Attendant	Facilitator	2 min	
13	Roundtable	All	4 min	

Next Meeting Dates:

Tuesday, September 25, 2018: 7:45 - 9:00 a.m. in Room 101

Friday, October 12, 2018: 7:45 - 9:00 a.m. in Room 101

Wednesday, October 24, 2018: 7:45 - 9:00 a.m. in Room 101

Friday, November 16, 2018: 7:45 - 9:00 a.m. in Room 101

Friday, December 14, 2018: 7:45 - 9:00 a.m. in Room 101

Friday, January 11, 2019: 7:45 - 9:00 a.m. in Room 101

Friday, January 25, 2019: 7:45 - 9:00 a.m. in Room 101

Friday, February 8, 2019: 7:45 - 9:00 a.m. in Room 101

Friday, March 22, 2019: 7:45 - 9:00 a.m. in Room 101

Friday, April 26, 2019: 7:45 - 9:00 a.m. in Room 101

Friday, May 17, 2019: 7:45 - 9:00 a.m. in Room 101

Friday, May 31, 2019: 7:45 - 9:00 a.m. in Room 101

Friday, June 21, 2019: 7:45 - 9:00 a.m. in Room 101