

Victor Primary School

VPS Building Council Minutes

September 16, 2019

ECS Board Room

3:30 p.m.

Facilitator: Jen Check

Notetaker: Jen Check

Members: Hari Ahluwalia, Holly Boisvert, Mary Anne Buckley, Jen Check, Julie Larson, Gina Peterson, Dawn Pierson, Hilary Ross, Marissa Smith, Chris Space, Sarah Stockman

Guests:

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. Members engaged in an activity to learn more about goal setting and decision making. |
| 7 | Working Agreements | | | Members reviewed a sample of working agreements and agreed to the following for our work this year: <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. |

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| | | | | <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 | | | <p>Meeting dates for the school year were identified using a model of "shared sacrifice."</p> <ul style="list-style-type: none"> Tuesday, October 8, 2019: 7:45 - 9:00 a.m. in Room 101 Tuesday, November 5, 2019: 3:30 - 4:30 p.m. in Room 101 Thursday, December 12, 2019: 7:45 a.m. - 9:00 a.m. in Room 101 Thursday, January 9, 2019: 3:30 - 4:30 p.m. in Room 101 Tuesday, February 4, 2019: 7:45 - 9:00 a.m. in Room 101 Tuesday, March 3, 2019: 3:30 - 4:30 p.m. in Room 101 Thursday, April 2, 2019: 7:45 - 9:00 a.m. in Room 101 Thursday, May 14, 2019: 3:30 - 4:30 p.m. in Room 101 Tuesday, June 2, 2019: 7:45 - 9:00 a.m. in Room 101 |
| 10 | Review Goals/Work of 2018-2019 Building Council | | | <p>Members reviewed the goals and work of the 2018-2019 building council, including the ideas generated at the end of the year as possible suggestions for building council work this school year. The list includes:</p> <ul style="list-style-type: none"> Consider making changes to Second Grade Special Guest Day Continue conversations about bringing classrooms together Continue Put Your Hearts in the Arts Day Consider other Studio Days and their benefits. Field Trips Reflect on New Structure of Field Day |
| Closing | | | 5 min | |
| 11 | Review assigned tasks | Minute Taker | 1 min | Prior to the next meeting, members will review the list generated at the last Building Council meeting held during the 2018-2019 school year. Bring thoughts and ideas for potential Building Council work for this year. |
| 12 | Set agenda and roles for next mtg. | Facilitator | 2 min | Review Minutes |

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| | | | | Board of Education Policy Review Goal Development Add Meeting Dates, If Needed Invitee Positions Identified, If Needed Roundtable |
| 13 | Parking Lot Attendant | Facilitator | 2 min | |
| 14 | Roundtable | All | 4 min | |

Next Meeting Dates:

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