

# Victor Primary School

## VPS Building Council Minutes

October 23, 2020

Zoom

8:00 a.m.

**Facilitator:** Jen Check

**Notetaker:** Jen Check

**Members:** Jessica Balduzzi, Jen Check, Julie Larson, Mike Musselman, Jeff Pistritto, Marissa Smith, Chris Space, Leslie Summerson, Dana Zink

**Guests:** None

### Minutes

#	Topic/Subject			
<b>Opening</b>				
1	Welcome	Facilitator	1 min	
2	Approve minutes	Facilitator	3 min	
3	Review agenda	Facilitator	1 min	
4	Introductions	Facilitator	5 min	
<b>Guest Presentation</b>			<b>0 min</b>	None
5				
<b>Old Business</b>			<b>0 min</b>	None
<b>New Business</b>			<b>30 min</b>	
6	Shared Decision Making Training		15	<p>Training was provided virtually regarding the history, purpose, and roles/responsibilities of Shared Decision Making at VCS as well as a summary of the work accomplished by each building council last school year. There was also a description of the dispute resolution process within the monitoring task force.</p> <p>Members were unable to hear the audio of the videos through Zoom, so each member will view the training on their own and then complete the evaluation survey.</p>
7	Working Agreements/ Norms			<p>Members reviewed a sample of working agreements/norms and agreed to the following for our work this year:</p> <ul style="list-style-type: none"> <li>● Begin and end meetings on time.</li> <li>● Maintain confidentiality when prudent. This will be stated in the conversation.</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> </ul>

				<ul style="list-style-type: none"> <li>● Ensure all members state their position and/or opinion in the decision making process.</li> <li>● Promote constructive, solution-focused discussions.</li> <li>● Employ responsible, positive communication with diverse constituents by actively seeking their opinions and input when appropriate.</li> <li>● Recognize members represent a constituency within the school community.</li> </ul>
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"> <li>● Welcome the guest.</li> <li>● Provide introductions.</li> <li>● Share working agreements/norms.</li> <li>● Guest may provide input but will not participate in the consensus process.</li> <li>● Should the guest desire to address the Council, they will be given 3-5 minutes to speak. Council members may vote to allow the guest additional time to speak. Guests who are invited based on Council goal work may be given additional time in the agenda.</li> <li>● The topic the guest will be speaking about will be included in the agenda when it is known in advance.</li> <li>● The order of a guest's opportunity to contribute will be determined by the facilitator.</li> </ul>
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"> <li>● Friday, November 13, 2020: 7:45 - 8:45 a.m. through Zoom</li> <li>● Friday, December 11, 2020: 7:45 - 8:45 a.m. through Zoom</li> <li>● Friday, January 15, 2020: 7:45 - 8:45 a.m. through Zoom</li> <li>● Friday, February 12, 2020: 7:45 - 8:45 a.m. through Zoom</li> <li>● Friday, March 19, 2020: 7:45 - 8:45 a.m. through Zoom</li> <li>● Friday, April 16, 2020: 7:45 - 8:45 a.m. through Zoom</li> <li>● Friday, May 14, 2020: 7:45 - 8:45 a.m. through Zoom</li> <li>● Friday, June 11, 2020: 7:45 - 8:45 a.m. through Zoom</li> </ul>
10	Review Goals/Work of 2019-2020 Building Council			<p>Members reviewed the goals and work of the 2019-2020 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"> <li>● Creating Child Connections, Continued</li> <li>● Enhancing Field Trip Opportunities</li> <li>● Family Connections</li> <li>● Enhancing Special Guest Day</li> </ul>

				<ul style="list-style-type: none"> <li>● Studio Day Experience</li> </ul>
	Brainstorm Possible Goals/Work for 2020-2021 Building Council			<ul style="list-style-type: none"> <li>● Two-Way Communication</li> <li>● Increase School Attendance</li> <li>● Creating Child Connections</li> <li>● Enhancing Special Guest Day</li> <li>● Studio Day Experience</li> <li>● Family Connections</li> </ul>
<b>Closing</b>			<b>5 min</b>	
11	Review assigned tasks	Minute Taker	1 min	<p>Prior to the next meeting, members will complete the Shared Decision Making Training Survey.</p> <p>Members will bring thoughts and ideas for potential Building Council work for this year.</p>
12	Set agenda and roles for next mtg.	Facilitator	2 min	<p>Review Minutes</p> <p>Board of Education Policy Review</p> <p>VCS Parent Compact</p> <p>Goal Development</p> <p>Add Meeting Dates, If Needed</p> <p>Invitee Positions Identified, If Needed</p> <p>Roundtable</p>
13	Parking Lot Attendant	Facilitator	2 min	None
14	Roundtable	All	4 min	None

**Next Meeting Dates:**

Friday, November 13, 2020: 7:45 - 8:45 a.m. through Zoom

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