

# Victor Primary School

## VPS Building Council Minutes

November 13, 2020

Zoom

7:45 a.m.

**Facilitator:** Jen Check

**Notetaker:** Jen Check

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

**Guests:** Leah Kedley

### Minutes

#	Topic/Subject			
<b>Opening</b>				
1	Welcome	Facilitator	1 min	
2	Approve minutes	Facilitator	3 min	From meeting on October 23, 2020
3	Review agenda	Facilitator	1 min	Review Minutes Goal Development Add Meeting Dates, If Needed Invitee Positions Identified, If Needed Roundtable
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	Goal Development		15	Members reviewed the initial list of possible goal areas that were developed at the previous meeting. <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> Members added the following to the list for consideration:

				<ul style="list-style-type: none"> <li>● Incorporate events, reminders, team building activities, etc. to support student normalcy during this time</li> <li>● Incorporate virtual field trip opportunities for students in the VLS experiences</li> <li>● Consider ways to connect families within the school so they can virtually connect their children for social interaction (similar to a classroom friendship list but school-wide)</li> </ul> <p>After discussion and a prioritization activity, the following goals were identified for the 2020-2021 school year:</p> <ul style="list-style-type: none"> <li>● Two-Way Communication</li> <li>● Creating Child Connections (ideas: pen pals, Zoom meetings, reading to each other)</li> <li>● VLS Special Event Opportunities: Ideas may include: <ul style="list-style-type: none"> <li>○ Enhancing Special Guest Day</li> <li>○ Studio Day Experience</li> <li>○ Virtual Field Trips</li> </ul> </li> </ul> <p>These goals will be the work of Building Council and will not be sent to subcommittees.</p>
7	Add Meeting Date(s) If Needed			None needed at this time.
8	Invitee Positions Identified If Needed			Members agreed it would be helpful to have a third grade teacher included in our work this year. Jen will reach out to the third grade teacher leader to see if there is anyone who is interested in joining us.
<b>Closing</b>			<b>5 min</b>	
9	Review assigned tasks	Minute Taker	1 min	<p>Jen will create a draft of the details for each of our identified goals for members of Building Council to review at our next meeting.</p> <p>Jen will ask the third grade teacher leader to see if there are any third grade teachers interested in joining Building Council this year.</p>
10	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>Identify Two Council Members to Serve as Dispute Delegates if Needed</p> <p>Goal Work</p> <ul style="list-style-type: none"> <li>● Virtual Learning Experiences</li> </ul>

				<ul style="list-style-type: none"> <li>● Two-Way Communication Plan</li> <li>● Creating Child Connections</li> </ul> Roundtable
11	Parking Lot Attendant	Facilitator	2 min	None
12	Roundtable	All	4 min	None

**Next Meeting Dates:**

Friday, December 11, 2020: 7:45 - 8:45 a.m. through Zoom

Friday, January 15, 2020: 7:45 - 8:45 a.m. through Zoom

Friday, February 12, 2020: 7:45 - 8:45 a.m. through Zoom

Friday, March 19, 2020: 7:45 - 8:45 a.m. through Zoom

Friday, April 16, 2020: 7:45 - 8:45 a.m. through Zoom

Friday, May 14, 2020: 7:45 - 8:45 a.m. through Zoom

Friday, June 11, 2020: 7:45 - 8:45 a.m. through Zoom

**Our Working Agreements:**

- 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.
- Recognize members represent a constituency within the school community.

**Guest Protocol:**

- 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. 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.
- The topic the guest will be speaking about will be included in the agenda when it is known in advance.
- The order of a guest's opportunity to contribute will be determined by the facilitator.