

# Three Types of Minutes

## 1) Verbatim minutes (word-for-word records of what was said)

- ❖ For any type of meeting at which every word that was said must be captured —usually a legal context, at the advice of legal counsel

- ❖ Example:

Province of Alberta; The 30th Legislature; First Session; Alberta Hansard; Monday afternoon, May 27, 2019; Day 3; The Honourable Nathan Cooper, Speaker

**1:40 Introduction of Guests**

**The Speaker:** The hon. Member for Drayton Valley-Devon.

**Mr. Smith:** Thank you, Mr. Speaker. It's an honour today to rise and introduce to you and through you to the members of this Assembly the grade 6 class of Tomahawk elementary school and their teacher, Robin Beil, and chaperone Holly Chodak. Tomahawk was a newly added part to my constituency here after this election, but I know that in the past many of these students have come into Drayton Valley and that I've taught many of their parents. As a matter of fact, I'm going to be meeting with them a little later today, and it's going to be interesting to see if I have taught any of their parents and whether or not some of my former colleagues and even some of my former students who now teach in Tomahawk are still there. Could the grade 6 class of Tomahawk please rise and receive the traditional warm welcome of this Assembly.

**The Speaker:** I'm not sure if there's anyone in that constituency which you haven't taught, hon. member.

## 2) Decision-only minutes (motions or decisions only – no shred of discussion)

- ❖ For formal meetings that require the formal approvals, like financial expenditures, electing Executive members or appointing committee chairs; or for meetings at which you carry out all business through motions

- ❖ Examples:

- Members agreed that the Chair and Principal should arrange for a Parent Information evening to receive feedback related to the proposed cultural recognition practices in our school. Members will be advised of the date as soon as it is confirmed.
- It was decided by members present that a written summary of the responses to the Homework Policy Survey will be provided to the Principal by November 15, 2019.
- Moved that the maximum budget of \$15,000 for adding four Smart Boards to classrooms.  
Smith/Jones Carried The Principal will proceed with the purchase

## 3) Anecdotal minutes (decisions and discussion summaries)

- ❖ For department/team meetings throughout the organization; for brainstorming sessions; the most common and are used for many types of meetings—the key with anecdotal minutes is what to record

- ❖ Examples:

- The report provided by the Social Media Manager included the following:
  - ❖ FaceBook likes and followers
  - ❖ Twitter followers and who we follow
  - ❖ 3 contest ideas to raise our Social Media presence

Members provided input on the contest ideas.

**Decision:** It was decided to target 500 likes on FB and 250 Twitter followers. Front row seats to the Christmas Concert will be awarded as prizes for various milestones.

**Action:** The Social Media Manager will begin promoting the contests right away. All members are encouraged to share the promotions.

- Carol presented three DJ options for consideration by the committee. In summary, consensus was reached to hire Happy Feet DJ for the family dance in January.  
**Action:** Carol will contact Happy Feet DJ to finalize details and request a contract which will be forwarded to the Principal for review.



## School Council Meeting

Agenda – April 15<sup>th</sup>, 2019

7:00 p.m. School Library

\* indicates written report/attachment provided

1. Call to order
2. Review of the Agenda
3. Approval of the Minutes, as presented (OR as amended) 5 min
  - a. March 11<sup>th</sup>, 2018
4. Financial Report\*: Treasurer - Ashley (NOTE: Use if have a Treasurer) 10 min
  - a. Financial Transactions / Status to date:
5. Provincial Perspective 10 min
  - a. Alberta Education
    - i. TQS & LQS Implementation
    - ii. Curriculum Update
  - b. Alberta School Councils' Association (ASCA)
    - i. Conference & AGM – April 24 - 26, 2020
    - ii. *School Council Purpose* Workshop – book in May
6. Committee Reports 15 min
  - a. Staff Appreciation Committee\* – Chair: Wendy
  - b. School Council Policy Committee\* – Chair: Darryl
    - i. Agenda & Minutes - Review
    - ii. Code of Conduct - New
  - c. Fundraising Committee\* – Chair: Stacey
    - i. Spell-A-Thon Update
  - d. Community Engagement Committee\* – Chair: Mark
    - i. Social Media Consideration
7. Old Business 15 min
  - b. School Council Plan - evaluation
  - c. School Council Orientation Manual - update
  - d. Bylaws/Operating Procedures – next steps
8. Principal's Report: Principal – Diana Goodbody 30 min
  - a. Three Year Ed Plan – final input
  - b. Assessment Practices
  - c. Student Attendance
9. Trustee's Report: Trustee – Viktor Baker 10 min
  - a. Update on School Boundary Changes
10. New Business 10 min
  - a. Year End Celebration
11. Next Meeting(s) 5 min
12. Adjourn



## School Council Meeting

Minutes Template – April 19<sup>th</sup>, 2017

7:00 p.m. School Staff Room

\* indicates written report/attachment provided

1. Call to order – April

Attendance

Parents:

Staff:

Others:

2. Review of the Agenda

3. Approval of the Minutes, as presented (OR as amended)

a. March 15<sup>th</sup>, 2017

Motion:

4. Financial Report\*: Treasurer - Ashley

a. Financial Transactions / Status to date

b. Financial Allocations Outstanding

Motion:

Action:

5. Committee Reports

a. Staff Appreciation Committee\* – Chair: Wendy

Motion:

Action:

b. School Council Policy Committee\* – Chair: Darryl

i. Agenda & Minutes – Review

Motion:

Action:



## School Council Meeting

ii. Code of Conduct – New

Motion:

Action:

c. Fundraising Committee\* – Chair: Stacey

i. Spell-A-Thon Update

Motion:

Action:

d. Community Engagement Committee\* – Chair: Mark

i. Social Media Consideration

Motion:

Action:

6. Old Business

a. School Council Plan – evaluation

Motion:

Action:

b. School Council Orientation Manual – update

Motion:

Action:

c. Bylaws/Operating Procedures – next steps

Motion:

Action:

7. Principal's Report – Principal: Diana Goodbody

a. Three Year Ed Plan – final input

Motion:

Action:



## School Council Meeting

b. Assessment Practices

Motion:

Action:

c. Student Attendance

Motion:

Action:

8. Trustee's Report: Trustee – Viktor Baker

a. Update on School Boundary Changes

9. New Business

a. Year End Celebration

Motion:

Action:

b. Future Agenda Items

10. Next Meeting(s)

11. Adjourn

Motion:



## School Council Meeting

Minutes – April 19<sup>th</sup>, 2019

7:00 p.m. School Library

\* indicates written report/attachment provided

1. Call to order – April 7:02 p.m.

Attendance – Quorum achieved (parent majority, Chair and Principal in attendance)

**Parents:** April Carlson - Chair, Taylor Kimball - Secretary, + 7 others

**Staff:** Diana O’Keefe – Principal, Jennie Morris – Teacher Rep

**Others:** Victor Baker – Trustee, Zora El-Ghazzawy – Community Member

2. Review of the Agenda

April reminded attendees that suggestions for future agenda items can be made during Item 8b.

3. Approval of the Minutes

a. March 15<sup>th</sup>, 2019

It was noted that the digits for the February bank account balance had been recorded incorrectly. The balance should read \$7568.09 not \$5768.09.

**Motion:** Moved to approve as amended. Chalifoux/Langston Carried

4. Financial Report\*: Treasurer - Ashley

a. Financial Transactions / Status to date

Written report provided details of all transactions. Bank balance at the end of March: \$5280.09. No outstanding cheques or deposits at that time.

b. Financial Allocations Outstanding

A list of outstanding items the school council has committed to pay for was reviewed. Items such as upcoming field trips, expenses for two members to attend the ASCA conference, staff appreciation and our year end celebration have been budgeted to be \$5500.00

**Motion:** Moved to accept the Treasurer’s reports as presented. Hackett/Wilson Carried

5. Committee Reports

a. Staff Appreciation Committee\* – Chair: Wendy

i. Wendy answered questions related to the written report previously emailed. Plans are progressing, and are within the budget previously allocated.

b. School Council Policy Committee\* – Chair: Darryl

i. Agenda & Minutes – Review

ii. In Darryl’s absence, April spoke to the proposed changes for the Agenda & Minutes policy.

**Motion:** Moved to approve the Agenda & Minutes policy with proposed changes as presented. Wilson/Nasir Carried

i. Code of Conduct – New

A draft of this policy was circulated in March. Members felt it was best to wait until Darryl was present to be able to seek clarification on some of the wording. April noted the concerns with some of the wording and will discuss with Darryl prior to the next meeting.



## School Council Meeting

**Motion:** Moved to table the discussion regarding the new Code of Conduct policy to the May meeting.  
Ralston/Alexander Carried

**Action:** April will discuss wording concerns with Darryl prior to the next meeting.

- a. Fundraising Committee\* – Chair: Stacey
  - i. Spell-A-Thon Update
  - ii. Teachers have reported they are ready for the April 24<sup>th</sup> Spell-A-thon; volunteers are ready to mark the tests. Reminder: all pledges need to be in by May 1.
- b. Community Engagement Committee\* – Chair: Mark
  - ii. Social Media Consideration  
Several volunteers have come forward indicating an interest in exploring the use of social media methods for school council communications. Members suggested that perhaps an ad-hoc Social Media Committee might be beneficial. It was decided to have the volunteers provide their suggestions to Mark for the May meeting.

**Action:** Mark, with the assistance of the interested volunteers, will compile some Social Media usage suggestions for the May meeting.

### 6. Old Business

- a. School Council Plan – evaluation  
The plan that was created in the fall was reviewed. Members agreed that the school council is right on track with the progress targets.
- b. School Council Orientation Manual – update  
April reported that the volunteers working on this will have a draft to email to her by May 1. She will then email as an attachment for the agenda in May.

**Action:** April will attach the draft School Council Orientation Manual to the agenda for the May meeting.

- c. Bylaws/Operating Procedures – next steps  
Members agreed that the ASCA Workshop in March was very successful. Final draft of proposed revisions will be ready to email as an attachment for the agenda in May. This item will be discussed on May's agenda, and will be on AGM agenda in September.

**Action:** Taylor will ensure that the draft proposed Operating Procedures will be ready for distribution with the May meeting agenda.

### 7. Principal's Report – Principal: Diana Goodbody

- a. Three Year Ed Plan – final input  
Plans must be uploaded to division by April 30. Final draft presented; seeking input on possible building upgrades for next year: Paint the walls or replace toilets and sinks in student bathrooms? It was suggested that all parents should have an opportunity to provide their opinion on this matter.

**Motion:** Moved to provide the parent perspective, through school council, regarding this portion of the Three Year Education Plan, as received through a survey administered to all parents.

**Action:** Taylor will create and send out a survey to all parents regarding their preference of new



## School Council Meeting

toilets or painting the hallway walls. Results will be compiled and submitted to Diana by April 27.

b. Assessment Practices

Teachers and students are reporting that they are getting more comfortable with the assessment practices and the format for reporting. Parents are still encouraged to speak directly to teachers if they have questions or concerns. Members asked if there might be an opportunity to have a parent evening in the fall, to introduce new parents to the assessment practices. Trustee Victor Baker suggested the Division may be willing to host the evening for all parents in the division.

**Action:** Trustee Baker will check with the Board Chair to see if a Division-wide parent evening on Assessment Practices is viable.

c. Student Attendance

Student absenteeism seems to be declining; however with spring just around the corner we may see an increase again. Parents are reminded to plan family vacations, etc. over weekends & school holidays, as attendance is crucial for student success.

**Action:** Diana and Taylor will prepare a reminder notice for the website and newsletter.

8. Trustee Update: Trustee Victor Baker

a. Update on School Boundary Changes

Trustee Baker shared our input on the School Boundary Changes affecting East Podunk School at the last board meeting. The input will be taken into consideration when finalizing the boundaries. The Division will be moving ahead with adding another feeder school (West Podunk Elementary) into our catchment. Division Transportation is still working on the bussing arrangements.

9. New Business

a. Year-End Celebration

Members agreed that having a School Council celebration in June instead of a meeting was a good idea. Marianne, Stacy and Mark offered to plan a School Council year-end celebration for June and will bring ideas/plans to May meeting.

**Action:** Marianne, Stacy and Mark will collaborate and bring ideas for a School Council celebration to the May meeting.

b. Future Agenda Items

Members suggested the following items: Cell Phone Usage Policy; Class/Grade configurations for next year; possible Artist in Residence (drama) for next year; school-wide Track and Field Day in June

**Action:** April and Diana will determine which items are suitable for discussion at which future school council meetings, and plan accordingly.

10. Next Meeting(s)

Wednesday, May 20, 2017 @ 7:00 p.m.

School Council Celebration: Wednesday, June 14<sup>th</sup> Time and location TBD in May

11. Adjourn

**Motion:** Moved to adjourn at 8:28 p.m. Langston Carried.

