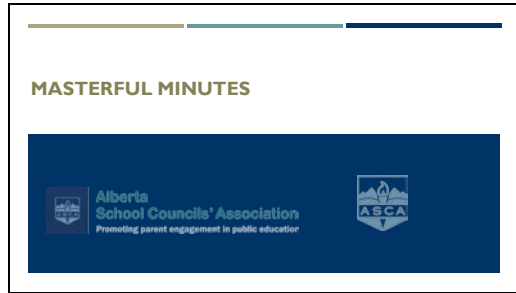


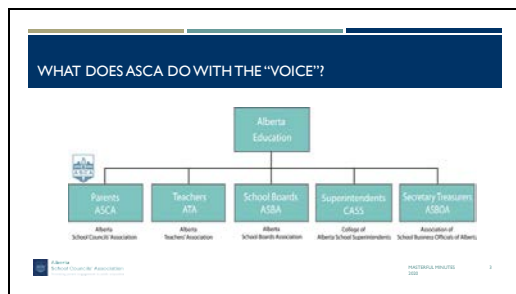
Slide 1



Slide 2




Slide 3



Slide 4

TODAY'S OBJECTIVES:

To provide information related to creating **clear, concise minutes** that become the **historical record** of school council meetings.





Alberta
School Councils Association
Supporting the success of every student

HISTORICAL MINUTES
2015

Slide 5

SCHOOL COUNCILS ARE BRIDGES



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HISTORICAL MINUTES
2015

Slide 6

SCHOOL COUNCIL IS...

A means for parents and community members to work together with the principal and the school community to **support and enhance student learning.**



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HISTORICAL MINUTES
2015

Slide 7

LEGISLATED TO...

Inquire by "Seeking to Understand"

How does this improve our school community?



What does this look like in our school?

How does this help to support student success?

Advise the principal and the board respecting matters relating to the **school**.

Adapted by Ed. 2015

Florida School Councils Association


MINUTES/PRINTE 2015

Slide 8

LEGISLATION REGARDING MINUTES

➤ School Councils Regulation 14(2):

A school council must retain at the school a copy of the **minutes** for each meeting of the school council...



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legislation

MINUTES/PRINTE 2015

Slide 9

FIRST WHO... THEN WHAT

CLOSE TO HOME



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MINUTES/PRINTE 2015

Slide 10

NAMES: WHOSE AND WHY?

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PRACTICAL MINUTES 2020

Slide 11

THREE TYPES OF MINUTES

- > **Verbatim Minutes**
(word-for-word records of what was said)
- > **Decision-only Minutes**
(motions or decisions only – no shred of discussion)
- > **Anecdotal Minutes**
(decisions and discussion summaries)

Alabama School Boards Association
PRACTICAL MINUTES 2020

Slide 12

VERBATIM MINUTES

A word-for-word record of **who said what**


- > Rarely used, except in instances when it is **legally required**
- > Can inhibit natural, free-flowing discussions
- > Lengthy and tedious
- > Can lead to arguments and hamstringing
- > Focus on individuals, not issues
- > Can place minute-taker in an uncomfortable position


Alabama School Boards Association
PRACTICAL MINUTES 2020

Slide 13

DECISION-ONLY MINUTES

- **Capture:**
 - Motions, if used
 - Decisions and actions
 - Timelines and deadlines
 - People named as responsible
- **Exclude:**
 - Any discussion summaries
 - Anything extraneous at all



Florida School Boards Association PROBABLE MINUTE 2018 


Slide 14


DECISION-ONLY 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, 2017.

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




Florida School Boards Association PROBABLE MINUTE 2018 

Slide 15

ANECDOTAL MINUTES


- Preferred for Department/Project/Team meetings
- Provide the "thinking" on issues
- Contain **objective and concise point-form summaries of discussions**
- May list options presented or discussed

Florida School Boards Association PROBABLE MINUTE 2018 

Slide 16

ANECDOTAL MINUTES

- **Capture:**
 - Key concepts or ideas
 - Snapshots of discussion
 - Collective thinking
 - Decisions/actions/motions, if used
 - Timelines/deadlines
 - People named as responsible
- **Exclude:**
 - Any word-for-word comments
 - Attributing comments to individuals

Edmentum School District of Association ANEC DOTAL MINUTES 2024 

Slide 17

ANECDOTAL EXAMPLE: SOCIAL MEDIA COMMUNICATION



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.



Edmentum School District of Association ANEC DOTAL MINUTES 2024  

Slide 18

ANOTHER ANECDOTAL EXAMPLE

Family Dance DJ:
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.

Edmentum School District of Association ANEC DOTAL MINUTES 2024  

Slide 19

PRINCIPLES FOR TAKING ANECDOTAL MINUTES

Accuracy & Completeness	Collective Focus	No Names for Discussion
Be Concise	Be Objective (Don't use leading adjectives!)	Be Consistent
Be Professional (Proofread everything!)	Follow Agenda Items	Use Templates

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Slide 20

BENEFITS OF STANDARDS

- > Establish what should be recorded
- > Ensure consistency of content and format from meeting to meeting, year to year
- > Reduce the risk of inappropriate details
- > Preserve the integrity of historical records

S T A N D A R D S

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Slide 21

USING TEMPLATES




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Slide 22

CONCLUSIONS

- Minutes are important!
- Good Minute-takers are valuable!
- Clear, concise minutes are possible!
- Masterful Minutes will be beneficial to your School Council for years to come!




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PROFESSIONAL DEVELOPMENT

Slide 23

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- Twitter @Abschoolcouncil
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Alberta School Councils Association
PROFESSIONAL DEVELOPMENT
