

# 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 29th Legislature; First Session; Alberta Hansard; Thursday afternoon, June 25, 2015; Day 8; The Honourable Robert E. Wanner, Speaker

**1:40 Introduction of Guests**

*(continued)*

**The Speaker:** Now other guests. The Minister of Education and Minister of Culture and Tourism.

**Mr. Eggen:** Well, thank you, Mr. Speaker. I would like to introduce through you and to you two people that are very important to me, my wife, Somboon, and my eldest daughter, Genevieve. They, of course, have seen the Legislature before – I've been here since 2004 – but they've never seen it quite like this. Genevieve just came back – she was away for five weeks or so – and came home and asked, "Dad, what have you been up to?" I said, "Oh, not too much, but why don't you come by and see how things are?" It's very exciting for them to be here today. I also just wanted to very briefly express my admiration for Dave Hancock. You know, I've only been doing this for about a month or so, and I'm just so tired. Dave has always been someone I looked up to and tried to emulate in so many ways, and I just wanted to mention that, too. If my family could stand, please, and receive the warm welcome of the House.

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

- ❖ For formal meetings that require the formal approvals, like for your Audited Financial Statements; or an appointment of a Director of a Board, or a President; or for meetings at which you carry out all business through motions

- ❖ Example:

The maximum budget of \$150,000 for adding four vehicles to the fleet was approved, effective June 30, 2016. The Director of Transportation will proceed with the purchase.

Moved that the Expense Report for the first quarter, ending March 01, 2016, be approved. Smith/Jones Carried

The President will arrange for a meeting with the city's Department of Senior's Services to discuss a potential partnership to expand transportation services for seniors in our institutions. Members will be advised of the date as soon as it is confirmed.

## 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 Treasurer on the renovation of the Board Room included the following:

Total income from the government, funding projects, and management

Total expenses for the renovation

Amount of money left after all expenses paid

Members gave input on how to use the surplus money, including:

To upgrade the elevator

Reserve for future unexpected capital needs

Pay down cost of new technical equipment for board room

**Decision:** It was decided that the surplus will be kept in reserve for future unexpected capital needs.

**Action:** The Treasurer will bring a report to the next Audit Committee meeting on the current status of the reserve fund.

- In summary, consensus was reached to change the power provider from Company A to Company B.

**Action:** Bob Smith will contact Jane Doe, Company B, to proceed with the change and will provide a report at the next meeting on the status of this change in the power provider.



## School Council Meeting

Agenda – April 15<sup>th</sup>, 2016

7:00 p.m. School Staff Room

\* indicates written report/attachment provided

1. Call to order - April
2. Review of the Agenda
3. Approval of the Minutes 5 min
  - a. March 11<sup>th</sup>, 2016
4. Financial Report\*: Treasurer - Ashley 10 min
  - a. Financial Transactions / Status to date:
  - b. Financial Allocations Outstanding
5. 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
6. Old Business 15 min
  - a. School Council Plan - evaluation
  - b. School Council Orientation Manual - update
  - c. Bylaws/Operating Procedures – next steps
7. Principal's Report and Advising Opportunities 30 min
  - a. Principal: Diana; Trustee - Viktor
  - b. Three Year Ed Plan – final input
  - c. Assessment Practices
  - d. Student Attendance
8. New Business 10 min
  - a. Year End Celebration
  - b. Future Agenda Items
9. Next Meeting(s) 5 min
10. Adjourn



## School Council Meeting

Minutes Template – April 15<sup>th</sup>, 2016

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

#### a. March 11<sup>th</sup>, 2016

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:

##### ii. Code of Conduct – New



## School Council Meeting

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:



## School Council Meeting

### 7. Advising Opportunities – Principal: Diana; Trustee - Viktor

#### a. Three Year Ed Plan – final input

Motion:

Action:

#### b. Assessment Practices

Motion:

Action:

#### c. Student Attendance

Motion:

Action:

### 8. New Business

#### a. Year End Celebration

Motion:

Action:

#### b. Future Agenda Items

### 9. Next Meeting(s)

### 10. Adjourn

Motion:



## School Council Meeting

Minutes – April 15<sup>th</sup>, 2016  
7:00 p.m. School Staff Room

\* indicates written report/attachment provided

### 1. Call to order – April 7:02 p.m.

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

**Parents:** April Carlson - Chair, Stacey Wilson, Taylor Kimball - Secretary, Marianne Ralston, Mark Langston, Wendy Hackett, Tom Alexander, Safaa Nasir, Ashley Chalifoux

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

**Others:** Viktor Yereniuk – 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 11<sup>th</sup>, 2016

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



## School Council Meeting

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.

**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 23<sup>rd</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. Advising Opportunities – Principal: Diana and Trustee Viktor Yereniuk

- a. Three Year Ed Plan – final input  
Plans must be uploaded to district 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.



## School Council Meeting

**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 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. Viktor suggested the District may be willing to host the evening for all parents in the district.

**Action:** Viktor will check with the Board Chair to see if a District-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. 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.

### 9. Next Meeting(s)

Wednesday, May 20, 2016 @ 7:00 p.m.

School Council Celebration: Wednesday, June 17<sup>th</sup> Time and location TBD in May

### 10. Adjourn

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

