

Agenda – April 15<sup>th</sup>, 2015  
7:00 p.m. School Staff Room

\* indicates written report/attachment provided

- a. Call to order - April
- b. Review of the Agenda
- c. Approval of the Minutes 5 min
  - a. March 11<sup>th</sup>, 2015
- d. Financial Report\*: Treasurer - Ashley 10 min
  - a. Financial Transactions / Status to date:
  - b. Financial Allocations Outstanding
- e. 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
- f. Old Business 15 min
  - a. School Council Plan - evaluation
  - b. School Council Orientation Manual - update
  - c. Bylaws/Operating Procedures – next steps
- g. 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
- a. New Business 10 min
  - a. Year End Celebration
  - b. Future Agenda Items
- b. Next Meeting(s) 5 min
- c. Adjourn



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## Pine Valley School Council Meeting Agenda

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May 20, 2015  
7:00 pm to 8:30 pm  
Library, Pine Valley School

**Bring/Read:** Minutes of April 15 meeting; draft School Budget (attached or pick up hard copy at office)

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1. Call to Order
2. Introductions and Attendance (if you have a representative model, you may need this; otherwise just check for a quorum)
3. Review of Agenda
4. Approval of Minutes of April 15 Meeting  
*That the Minutes of the April 15, 2015, Meeting be approved as presented.*
5. **Reports**
  - Principal's Report 10 min Ms Skinner
  - Read-In Week Planning Report 10 min Mallory S.
  - Treasurer's Report 5 min Jacinthe T.
6. **Items for Discussion/Input**  
School Budget (Come ready to share your ideas!) 30 min Ms Skinner
7. **New Business**
  - Staff Appreciation Luncheon 10 min Chair  
(Should we have again this year? Other ideas? Strike a committee to organize? Bring your ideas)
  - Request for support for Grade 6 Field Trip 10 min Mr Sandhu  
*Possible motion: That the School Council donate \$\_\_\_\_\_ in support of the annual Grade 6 Field Trip to the Ukrainian Village.*
8. **Future Agenda Items**
9. Adjournment and date of next meeting



# (SAMPLE) Rules of Order for \_\_\_\_\_ School Council Meetings

Date reviewed: \_\_\_\_\_

1. We will assume the good intentions of all members of the School Council.
2. We will address all comments to the Chair, who is to be addressed as *Chair*.
3. We will wait to speak until recognised by the Chair.
4. We will debate and discuss ideas only, and not people. To facilitate this, we will remember to speak to the Chair; even if asking a question of another person; and we will avoid using the names of other members.
5. We will each be allowed to speak for two minutes, twice (2 times) on each issue.
  - We will wait to speak for a second time until everyone has had the opportunity to speak once.
  - We will not speak in response to a question or comment without the express permission of the Chair.
  - We cannot save our time for another issue or transfer it to another person.
6. When necessary, without taking offence, we expect the Chair (or other members of the School Council) to remind us:
  - To stay on topic
  - To not repeat ourselves
  - To stay within the time limit
  - To extend courtesy to all members

7. We will make decisions together, using these processes:

## **Consensus**

- A topic for decision will be listed on the Agenda
- The Chair will introduce, or ask the appropriate individual to introduce, the issue to be decided.
- The Chair will open the floor for comments, concerns or questions.
- The Chair will summarize the discussion, highlighting areas of agreement with, or proposed changes to the initial issue.
- The Chair will test the group for agreement and allow for more discussion if needed.
- The Chair will again test for agreement. If all parties present agree, the decision is made. No decision will be made against the will of an individual or a minority.

## **Vote**

- A topic for decision will be listed on the Agenda.
- A motion will be made that clearly defines a proposal related to the topic. ("I move that *clearly defined proposal* ...").
- The motion will be seconded.
- The Chair will state the motion. ("It is moved and seconded...")
- The Chair will ask for any comments or discussion (debate) on the motion, starting with the person who made the motion.
- The Chair will repeat the motion after debate, and will call the question (give direction for the vote).
- Voting will be by show of hands: in favour or opposed. Anyone is free to abstain from voting, but abstentions will not be recorded.

8. We will support, and not hinder, the Chair in fulfilling his/her duties which include, but are not limited to:
  - Moving the meeting through its agenda in a timely manner
  - Promoting discussion
  - Facilitating group decision-making
  - Ensuring that everyone has an opportunity to be fairly heard
  - Ensuring that no voice dominates
  - Avoiding repetition and preventing dysfunction



## Tips for Directing the Discussion

The agenda should indicate the start and end time of the meeting, as well as the time allotted for each topic. Ensure there are enough copies for everyone.

The role of the Chair is to ensure the agenda is followed and items accomplished in a timely manner. A large influence on whether or not this will happen is how (or if!) the Chair controls the discussion.

At the beginning of the meeting – introduce yourself, give a brief overview of what to expect, and explain your role is to move things along in order to cover the issues in the time allotted. Always refer back to the agenda items and time(s) indicated as required.

As Chair, it is necessary to watch the clock, keep the group on topic, and move the discussion(s) along in order to conclude each agenda item.

*The following are examples of some issues that may occur during a meeting that hinder progress and what you can do to help the school council move through them.*

<b>Action required</b>	<b>Issue indicators</b>	<b>What to do</b>
Move on to the next topic	<p>People are repeating points already made.</p> <p>There are lapses in discussion.</p> <p>Members not speaking to the issue are losing interest.</p> <p>Members are confused about what is being discussed.</p>	<p>Summarize what is being discussed.</p> <p>Ask members if it is an accurate summary.</p> <p>Ask if anyone has anything to add before moving on.</p>
Provide mediation at the table	<p>Members are having difficulty understanding each other, are arguing, or are in conflict at the table.</p>	<p>Paraphrase the viewpoint of each of the parties involved.</p> <p>Clarify with each party that you have correctly interpreted their point.</p> <p>If the members involved seem to have a greater understanding of the issue, suggest further discussion with a time limit, to clarify the points again, toward an agreeable solution.</p> <p>If the members involved still cannot overcome the issue, suggest a meeting after the regular meeting to continue the discussion.</p>
Get back on topic	<p>Members are discussing an issue for longer than necessary.</p> <p>Members are getting off topic while discussing an issue.</p> <p>Members are discussing issues that are not relevant to the school council as a whole.</p>	<p>Interrupt the discussion, or even an individual, if necessary.</p> <p>Remind members about the issue at hand and refer back to the agenda.</p> <p>Suggest a more appropriate venue for some of the important discussion taking place (ie. a separate committee meeting or meeting with the principal).</p>



# Tips for Directing the Discussion

## ***“Standard Phrase” Examples (add your own on the lines provided)***

### **Summarize**

*“So far... we have discussed establishing an extracurricular computer club for the junior high students to help facilitate management of the school’s website, which hasn’t been updated regularly this year. In order to accomplish this, it’s been suggested we need to have a better computer lab. John has suggested that we approach the fundraising society to help cover the cost of new equipment. Does that seem correct? Does anyone have anything to add to this discussion before we move on to discuss additions to the school council plan for next year?”*

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### **Paraphrase**

*“I think what John is saying ... is that he believes we should concentrate on providing input on equipment updates to the fundraising society before we can establish plans for an extracurricular computer club. Is that correct John?”*

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### **Interrupt**

*“These are all great points and valuable to our work, but, as I look at the agenda, I see quite a bit more that we need to cover. Perhaps John and Sara could bring this up with the fundraising society and report back to us at the next meeting?”*

Or

*“This is an interesting discussion, but I see on the agenda that we need to discuss additions to the school council plan. Perhaps we could table this topic for the next meeting?”*

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# Tips for Directing the Discussion

## Reframe

*“It is frustrating and concerning that the school’s website hasn’t been updated regularly. Regardless of the cause, the School Council has agreed to try to provide some solutions. We may establish an extracurricular computer club for the junior high students, who could then help with the updating. It’s been suggested that we need better computer equipment before we can do that. Does the School Council wish to explore options related to what is needed and how that could be accomplished?”*

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## Defer

*“John, I can appreciate that you are upset about the situation relating to the school’s website. The School Council meeting isn’t the appropriate place to discuss individual staffing concerns. Our principal is in charge of personnel issues, and has assured us that he has handled the situation. It is our role, if we choose it, to help provide solutions that support and enhance student learning. Do you want to assist us in identifying possible solutions?”*

Or

*“John, I can appreciate that you are upset about the situation relating to the school’s website. The School Council meeting isn’t the place to try to market the software your company represents. Please meet with the principal at another time to discuss the channels you need to access.”*

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## Other Situations

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