



Made Easy



Who, What, When, Where and How

- **Who**
 - Members of the Council
 - Others recognized by the chair to speak
- **What** – (Name of School) School Community Council Meeting
- **When** – Date and time of the meeting
- **Where** – Meeting location
- **How**
 - Summary of discussion of agenda items
 - Recognize speakers (not on the council) with a summary of remarks
 - Motions
 - Information “for the record”



Share the Fun

- Circulate a list of those attending
 - Council Members
 - Others
- Use the agenda to take notes
- Ask makers of (lengthy) motions to write the motion down and give it to you
- Information for the record – ask the member requesting to provide the copy



**(Name of School) School Community Council Meeting
September 1, 2013 – 3:30 PM
(Name of School) Library Conference Room**

AGENDA

Welcome

Approval of May 1, 2013 Minutes

Introductions

Discussion of Council Roles and Responsibilities for 2013-2014 School Year

Election of Officers



**(Name of School) School Community Council Meeting
September 1, 2013 – 3:30 PM
(Name of School) Library Conference Room**

MINUTES

Welcome

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Who

**(Name of School) School Community Council Meeting
September 1, 2013 – 3:30 PM
(Name of School) Library Conference Room**

MINUTES

*Attending: Member 1, Member 2, Member 3, Member 4,
Member 5, Member 6
Not attending: Member 7 (excused), Member 8*

Welcome

Approval of May 1, 2013 Minutes

Introductions

Discussion of Council Roles and Responsibilities for 2013-2014 School Year



What, When and Where

(Name of School) School Community Council Meeting

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(Name of School) Library Conference Room

MINUTES

*Attending: Member 1, Member 2, Member 3, Member 4,
Member 5, Member 6*

Not attending: Member 7 (excused), Member 8

Welcome

Approval of May 1, 2013 Minutes

Introductions



How (summary, motions, speakers, special info.)

Name of School) School Community Council Meeting
September 1, 2013 – 3:30 PM
(Name of School) Library Conference Room

MINUTES

*Attending: Member 1, Member 2, Member 3, Member 4, Member 5,
Member 6*

Not attending: Member 7 (excused), Member 8

Welcome

Chair Plant welcomed the council members and guests.

Approval of May 1, 2013 Minutes

Introductions



Motion

Approval of May 1, 2013 Minutes

*Motion: To approve the May 2013 Minutes
Made by John Adams- 2nd by Karen Rupp
Voting was unanimous*



Summary

Introductions

Chair Plant asked each member to introduce themselves, explain how long they have served and who they represent.



Speakers / Info for the Record

Who (In Blue)

Discussion of Council Roles and Responsibilities for 2013-2014 School Year

A timeline was distributed with due dates for council responsibilities and planned activities. Proposed job descriptions were also distributed. Both were discussed.

Heidi Williams, PTA President asked the Council to assign two Council members to participate on a subcommittee with the PTA and administration to address the safety concern of lighting in the parking lots. The subcommittee will seek input and bring a proposal to the Council, administration and PTA before the Winter Break for consideration.

Jeff Rossi and Sally Strong accepted the subcommittee assignments.

The chair asked that the due date for the subcommittee report be added to the timeline and that the timeline be attached to the minutes. The principal will forward an electronic copy of the timeline to Jennifer to attach to the minutes.



A Couple of Final Items

These are not required but are useful for the council.

- Assignments made in the meeting
- Date, time and place of the next meeting

Questions: paula.plant@schools.utah.gov

