

Westland Elementary School Community Council 2015-2016

November 2, 2015

9:00 – 10:10 a.m.

Faculty Room

ATTENDEES: Barbara Yost, Sara Weston, Shellie DeHaan, Kerri Oakeson, Nikki Maxfield, Neffy Nunley, and Julie Weir

Excused: Carrie Flint, Joi Podgorny, Kelty Wakeley, and Michelle Skousen

Guest: Ann Barnes (Intern)

AGENDA & MINUTES:

Welcome!

1. Approve Minutes for October 2015 Meeting.
 - a. Date change request on October's minutes (was held on Thur. October 8, 2015, not Sat. October 10, 2015), also add Faculty Room (location) to agenda. Shellie will correct the date and add the location on the posted agenda on school website. Shellie will also correct her e-mail address posted on School Community Council List on school website.
 - b. Motion to approve October minutes (with corrections) made by Neffy - 2nd by Barbara. Voting was unanimous.
2. Council Roles & Responsibilities.
 - a. A copy of checklists for: School Community Council Officers, Parent Members, School Employee Members, the School Principal, and the Chairman along with Westland Elementary's Mission Statement were distributed to each council member.
 - b. Kerri encouraged all to attend council training - briefly discussed dates, times, and locations.
3. Adopt Rules of Order for Meetings.
 - a. A copy of Election of School Community Council Members, Info. for School Websites, Timeline and the School Land Trust, Safe Technology & Digital Citizenship, Proposed Rules of Order and Procedures, and Robert's Rules of Order Cheat Sheet were distributed to each council member.
 - b. Motion to approve Robert's Rules as the main motion process made by Shellie - 2nd by Sara. Voting was unanimous.
 - c. Motion to approve Proposed Rules of Order & Procedures including Robert's Rules as the main motion process made by Barbara - 2nd by Julie. Voting was unanimous.
 - d. Motion to approve Minutes by e-mail process with majority vote (6 or more) - all votes due to chairman (kerri.oakeson@gmail.com) 1 week after being e-mailed to council members, then Kerri will e-mail Shellie if

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minutes were approved to post on school website. This motion made by Julie - 2nd by Nikki. Voting was unanimous.

4. Final Land Trust Report for 2014-2015 was discussed & a copy was distributed to each council member by Barbara.
5. Fundraisers.
 - a. Westland Elementary receives an average budget of \$10,000.00 - \$12,000.00 per year to be used for academic performance for students; for example, teacher aides, student supplies, etc. Depending on expenditures a fundraiser may be needed twice a year (fall & spring), or if the budget allows once every year or every other year. Barbara will obtain more information and report back in February council meeting.
 - b. Discussed how to better inform parents & the community of the reason for each fundraiser - survey ideas, participation, etc.
6. Other items discussed.
 - a. Discussed how schools receive an overall grade.
 - b. If can't attend Council trainings - view PowerPoint training videos. Barbara will e-mail videos to Julie and any others.
 - c. Resources.
 1. www.schools.jordandistrict.org/westland/commcouncil
 2. www.schoollandtrust.org
 3. www.datagateway.schools.utah.gov
7. Next Meeting: Mon. February 8, 2016 9:00 a.m. in the Faculty Room.
8. Future agenda items.
 - a. Fundraiser Budget
 - b. Principal, Teacher & Parent Survey's
 - c. Safe Walking Route
 - d. Land Trust for 2016-2017 School Year
 - e. Feedback on how to explain overall school grade
 - f. Bridging a great relationship between the Council & PTA
 - g. Motion to include these items on February's Agenda made by Neffy - 2nd by Nikki. Voting was unanimous.
 - h. Motion to close November Council meeting made by Barbara - 2nd by Kerri. Voting was unanimous.

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ACTION ITEMS:

1. Barbara accepted the assignments to:
 - a. e-mail Proposed Rules of Order and Procedures along with Robert's Rules to Shellie, who will post it on the school website.
 - b. prepare a full budget accounting of Fundraisers to be ready for Feb. 8, 2016 council meeting.
 - c. contact the Jordan District Assessment Evaluation offices to gather more information on how we can explain overall grade to parents & the community. Report at February's council meeting.
 - d. send PowerPoint presentation shown at council training to Julie (and anyone else who could not attend the training)
2. Kerri accepted the assignments to:
 - a. e-mail council members the November minutes along with a link to the school website to view posted attachments of Proposed Rules of Order & Procedures, and Robert's Rules by Fri. Jan. 22, 2016. All votes are due via e-mail to kerri.oakeson@gmail.com by Fri. Jan. 29, 2016.
 - b. e-mail council members a reminder of the next meeting by Mon. Feb. 1, 2016 (1 week prior) to meeting on Feb. 8, 2016, along with a link to the school website to view posted proposed agenda.
 - c. prepare agenda for February 8, 2016 council meeting, send to Shellie by Mon. Jan. 25, 2016 to post on school website by Mon. February 1, 2016.
 - d. put a copy of 2015-2016 council meeting minutes in file in front office by Feb. 8, 2016.
3. Shellie accepted assignments to:
 - a. post approved October minutes (with corrections), and correct e-mail address on Community Council List on school website.
 - b. post approved Nov. minutes on school website by February 1, 2016.
 - c. post proposed agenda for February's council meeting by February 1, 2016 on school website.
4. All Council members accepted assignments to:
 - a. attend (or view) training meeting for council members.
 - b. e-mail votes to approve November minutes by Fri. Jan. 29, 2016.