**“Messy Minutes”**

In these fictitious minutes from ‘Somewhere School’ you will come across many lapses of good judgement and protocol. Work with a partner if you like, and try to note each of the mistakes that occurred in this messy meeting. Once you have done your best to uncover all the mistakes, you will get a copy of ‘*Problems with Messy Minutes’* that you can use to compare your answers against. Have fun!

Date: January 15th

Place: School Meeting Room

Time: 7:00 pm

**Meeting Minutes**

**Somewhere School**

**Regular Meeting**

**Name of Chair** – John Dawe

**PSSC Members in Attendance** – John, Ava, Lennie, Dennis, Don, Jill, and Terry, Ginny, Irma, Ali

Principal – Hedda Master, Vice Principal - Ken Knot.

1. **Meeting Called to Order** – John welcomed everyone and noted that it was nice that both Principal Master and Vice Principal Knot are both able to attend this month as they generally only have one or the other.

2. **Agenda**: Ava motioned to have the “agenda approved as presented”. The motion was carried, but Don then added a last minute item to the agenda titled ‘The next three months'.

3. **Approval of Minutes of Last Meeting** – John motioned “to have the minutes of the last meeting approved as presented” and the motion was seconded by Vice Principal Knot and carried.

4. **Business Arising out of the Minutes of Last Meeting** – Dennis noted that the minutes from last meeting required amending as they did not reflect the staff presentation that was made on protocols for hiring new teachers, which were approved by the PSSC. Terry was directed by John to make changes to the minutes accordingly.

5. **Correspondence**: A letter from a parent to the PSSC condemning Principal Master was read at the meeting. This led to a discussion about her role in the school and how good (not great) a job she is doing as a new Principal. Even though she was given the general support of the PSSC, it was agreed that the PSSC would raise the concerns in the letter with the Superintendent.

6. **Reports**:

1. **School Improvement Plan** – Don once again raised the new reading strategy he had heard about and the PSSC agreed that Principal Master should be directed to implement this approach in an effort to raise disappointing assessment scores. The reading objectives of the school improvement plan were amended to reflect this new direction.
2. **Student Report** – student member Ginny reported on the recent dance. She identified by name two students who were kicked out for hitting one another and engaging in horseplay. Teacher member, Ali noted that these were students with troubled home lives who were frequently in trouble. It was determined that Vice Principal Knot should meet with the students and their parents and issue more serious consequences for their behavior.
3. **Teacher Report** – Teacher member, Ali, asked the PSSC for money to repair the smart-board in his room. It was agreed that it would not be fair to give money to just one teacher. A motion was made by Jill, seconded by Vice Principal Knot – “Ten percent of the PSSC budget will be allocated to a technology fund for the school.” The motion was carried. Lennie raised concern that the 10% would not be enough to cover costs and proposed having the PSSC organize a fundraising event to get the additional funds. He generously offered to have his restaurant cater the fundraiser and offered a 20% discount. It was agreed that Lennie would propose a budget for the event to be considered at the next meeting.
4. **DEC Report** – DEC member Irma insisted on some changes to the school’s policies based on what she had seen at other schools. These recommendations were adopted by consensus. She spoke about her involvement in the hiring of a new principal at the high school.
5. **Principal’s Report** – Principal Master presented the inclusion report from the Department and asked the PSSC to approve several EECD initiatives for implementation in the school.
6. **The Next Three Months** – Don noted that he would not be available the next four months as he was ‘taking a leave from life’ and would not be answering the phone or any correspondence. He recommended that the PSSC elect a vice-chair to fill in during his absence.

**7. Adjournment of meeting** – the meeting was adjourned at 8:00 pm.

**8. Next meeting**: TBA