University High School
School Council Meeting Agenda
May 12, 2015; 3:30 pm
UHS Library

I.   Introduction of UHS School Council Members for 2015-16
II.   Approval of the agenda **(5 minutes total, maximum for I, II, and III)**
III.   Approval of the April 10, 2015 minutes
IV.   Call to the audience

V.   Discussion and Action Items **(45 minutes total, maximum for IV)**
     a.   Legislative agenda items
         1)   *Action Item:* Seating of new members/Parliamentary elections of new officers
         2)   *Action Item:* Approval of 2015-16 School Council meeting schedule
         3)   *Action Item:* Approval of 2014-15 School Council legislative agenda
         4)   *Action Item:* Approval of meeting norms
         5)   *Discussion/Action Item:* Formation of sub-committees
         6)   *Discussion:* Summer Contact List

VI.   Committee & Misc. Reports **(40 minutes total, maximum for V)**
     a.   Principal's report
     b.   Tax Credit & Budget report
     c.   Recruitment & Retention Committee report
     d.   Instructional Council report
     e.   UHS Foundation & Alumni Association report
     f.   Parents Association report
     g.   SAB report

VII.   Request for Agenda Items for next meeting (please submit action & discussion items in electronic format).

VIII.   Reminders:
     a.   School Council Meeting time and place will be posted 24 hours in advance (on the UHS Admin. Bulletin Board and in public). Attendance and minutes will be submitted to a School Council officer prior to the next meeting.
     b.   Please observe proper decorum and schedule your time to be able to attend the entire School Council meeting. Each meeting should last 90 minutes and will be adjourned by 4:45 PM. A quorum, your time, and your participation are valued assets of the UHS School Council.

IX.   Adjournment

Next Scheduled Meeting: **Tuesday, August 11, 2015 3:30 pm UHS Library**

uhssitecouncil.weebly.com

2015-16 UHS School Council Meeting Schedule

Meetings run from 3:30 - 5:00 pm on the second Tuesday of every month (except October, see below), and are in the UHS Library.

May 12, 2015
August 11, 2015
September 8, 2015
October 20, 2015 *(3rd Tuesday of the month to avoid Fall Break)*
November 10, 2015
December 8, 2015
January 12, 2016
February 9, 2016
March 8, 2016
April 12, 2016
May 10, 2016

2015-16 UHS School Council Legislative Agenda

- August 11, 2015
  - Review and overview of UHS School Council
  - Review of meeting norms, Robert's Rules, and School Council meeting documents (constitution, bylaws)
  - Administration's "State of the School" report
  - Submission of issues for 2015-16, and referral of issues to sub-committees

- September 8, 2015
  - Reports from BOOST & BOUNCE directors
  - Propose School Council goals for the 2014-15 school year

- October 20, 2015

- November 10, 2015
  - Deadline to add new UHS course offerings for 2015-16

- December 8, 2015

- January 12, 2016
  - Deadline for curriculum issues for 2014-15
  - Approval of BOOST & BOUNCE positions
  - Approval of new/revised course descriptions for 2015-16 school year

- February 9, 2016

- March 8, 2016
  - Deadline for proposed bylaw amendments
  - Formation of the 2015-16 UHS Budget Recommendation Committee
  - Announcement of School Council constituent elections
  - Announcement of Student Placement Review Committee elections
  - Review of extra-duty stipends

- o   Review of recruitment of incoming students

- April 12, 2016
  - o   Deadline to ratify bylaw amendments
  - o   Approval of the 2015-16 UHS Budget Recommendation Committee
  - o   Announcement of results of constituent elections to School Council, Student Placement Review Committee
  - o   Year-end reports due from sub-committees
  - o   Approve 2015-16 extra-duty stipend budget
  - o   Remind faculty and staff of the deadline to select student awards (Croteau, Kemmeries)

- May 10, 2016
  - o   Seating of new members & parliamentary elections of new officers
  - o   Adoption of 2015-16 School Council meeting schedule
  - o   Approval of the calendar and legislative agenda for 2015-16
  - o   Approval of meeting norms
  - o   Formation of subcommittees

University High School
School Council Meeting Norms and Resolutions
2015-16

This document is intended to be a shortened set of notes on School Council norms, resolutions, and procedures. For the complete School Council Constitution and other information, please consult the School Council webpage (http://uhssitecouncil.weebly.com/).

Meeting Norms

- Attend School Council and subcommittee meetings regularly. Please be on time, and plan on attending for the entire meeting. Please notify the School Council Chair at least 24 hours prior to the meeting if you are unable to attend.
- School Council meetings will be scheduled to last for 90 minutes, with motions to extend the meeting time if necessary.
- Please participate actively in School Council and subcommittees. Active participation includes reading agenda items prior to attending a meeting.
- Please submit written subcommittee reports to the School Council Chair one week prior to the scheduled presentation of that report to School Council.
- Follow parliamentary procedure at School Council meetings, including Robert's Rules of Order (see reverse side of this page).
- Respect differences of opinion. Debate the issue, not the person.
- Do not repeat statements and opinions already expressed in debate.
- Submit non-routine motions and agenda items to the Agenda Committee. These submissions should be in written form, and should be submitted at least one week before the meeting at which the motion is to be addressed.
- Respect the decisions of the School Council as decisions made for the benefit of University High School.
- Please communicate the decisions of the School Council to the respective constituent groups.

Types of School Council Resolutions:

- The following resolutions require official action by the UHS School Council, and shall be decided by a roll call vote:
  - <u>Adopt:</u> official action taken by the School Council on written policies and procedures for University High School
  - <u>Accept/approve/receive:</u> official action taken by the School Council on reports, findings, research, or referenda votes authorized by the School Council
  - <u>Advocate/prescribe:</u> official action taken by the School Council to support a plan or ideal that needs negotiation with another governing body
- The following resolutions are procedural and may be decided by a voice vote or a show of hands:
  - <u>Appoint:</u> official action taken by the School Council to designate persons to fill roles designated by the School Council
  - <u>Refer:</u> official action taken by the School Council to designate a current issue to a subcommittee, department, or other body or individual for further study and/or development of a resolution

Robert's Rules of Order Cheat Sheet

1. **The making of a motion**. *"I move that...."*, then clearly describe the proposal.
   Example: *"I move that 50% of the undesignated tax credit money be used for school supplies."*

2. **"Seconding" the motion**. Once the motion is made, it must be seconded in order to be considered by the group. A member may simply call out *"Second!"*

3. **The Chair/Facilitator "States" the question**. The chair says, *"It has been moved and seconded that..."* then repeats the exact words in which the motion was made.

4. **How the group considers the motion.** Once the facilitator has stated the motion, it is said to be pending or, commonly, "on the floor." Then the maker of the motion is asked if he/she would like to speak to their motion. Discussion from the Council ensues.

5. **Putting the motion to a vote**. When discussion and debate has concluded and no one else wishes to speak, the facilitator will ask, *"Are you ready for the question?"* Then, the facilitator begins by saying, *"the question is the motion ....."* and repeats the exact language of the motion. The facilitator says, *"Those in favor of the motion, say aye. Those opposed, say no."*

6. **Announcing the results of the vote**. When the voting is complete, the facilitator may say, *"The ayes have it, and the motion is adopted (or has passed)."* If appropriate, it could be stated, *"The motion has passed by unanimous vote."*

Please note: The name of the maker of the motion and the name of the member who seconded must be recorded in the minutes. The result of the vote is also recorded. There may be an item that the Council chooses to vote by a "show of hands" or a roll call vote.

Some motions are not debatable, including adjourning the meeting, recessing the meeting, tabling an item and closing debate (calling the question).