

First Meeting of the School Organizational Team Guide for Teams

Before the first meeting, the principal must:

- Set a time for the meeting.
 - Meeting must occur outside licensed and support staff contract time.
- Set the meeting location and set-up.
 - Space should be large enough to accommodate the Team as well as the public.
 - Set-up of the meeting space should consider the Team's ability to work together as well as the public's ability to see and hear all proceedings.
- Develop the meeting agenda (see *First Meeting Agenda Template*).
- Post the meeting time, location, and agenda on the school website at least 3 school days in advance, not including the day of the meeting.

During the first meeting, the Team must:

- Select a Chair from among the voting members of the Team. The Chair will run the meetings.
- Select a Vice Chair from among the voting members of the Team.
- Decide if the Team will include one or more community members.

Best Practices for the Team:

- Designate someone to take minutes.
- Determine who will create agendas for future meetings.
 - It is suggested that, at each meeting, the Team discusses agenda items for the next meeting and that the principal and chair work together to create final agendas.
- Determine who will post future meeting announcements and agendas.
- Discuss future meeting dates and times.
 - Meetings may, but are not required to, occur on a set day and time each month (e.g. the third Tuesday of the month).
 - Meeting dates and times should be selected upon consideration of both Team members' schedules and allowing for parent and public access.
- Establish Team norms for how the Team will behave and interact with one another and the public.
- Set procedures that Team members will follow during meetings (see the *Parliamentary Procedure Guide*).

Norms

- Time: When will meetings start and end?
- Attendance: Will there be a norm for member attendance?
- Participation: How will the Team promote active participation by all members?
- Listening: How will the Team encourage listening and discourage interruption?
- Dealing with conflicts: How will members respectfully disagree and propose alternatives?
- Consensus: What strategies will the Team use to facilitate consensus building?
- Expectations: What will the Team expect of its members?

Procedures

- Calling the meeting to order
- Recording attendance (sign-in or roll call)
- Addressing agenda items
- Discussing items
- Making a motion
- Voting
 - Voting format (verbal, hands, ballot)
 - How votes will be recorded
 - What items will require a vote
- Taking minutes
- Public comment (see *Public Comment Guidelines* handout)
- Closing the meeting