

Meeting Minutes
Scottsdale Parent Council Special Committee
Wednesday, September 5th, 5:00-7:00 pm
7124 N 79th Place, Scottsdale, AZ 85258

Present: Nikki Territo, Jan Voelkel, Calvin Lowrie, Lisa Kanarish, Karen Gifford, Wendy Clifford, Susan Hughes, Lara Palles-Shemen

Absent: , Maryann McAllen

Meeting Called to Order: Nikki Territo

Welcome and Introductions, Nikki Territo

Approve Minutes from Wednesday, August 8, 2018

Susan motioned to approve minutes from 8/8/18, Calvin seconded. Approved unanimously.

Approve Minutes from Wednesday, August 22, 2018

Corrections made to minutes.

Jan moved to approve corrected minutes, Lisa seconded. Motion carried unanimously.

Discussion of governance and operations as needed to file as a 501(c)(3)

Bylaw review

Membership discussed.

- Members must be aligned with the SPCs purpose.
- Voting members must sign code of conduct and conflict of interest
- General members do not vote, but attend meetings

Special elections do not need to be in bylaws, b/c we state we follow Robert's Rules of Order. President has less power in this revision of bylaws, more balanced power throughout the executive board.

Lara proposed holding off on elections until May. After some discussion, the idea was tabled, and decision will be made after the first general SPC informational meeting on Sept 26th.

Committees members may be appointed by the Exec Board or Committee Chairperson.

- Operations manual will have numbers of members for committee (Nikki)
- A good faith effort shall be made to have a fair and balanced representation on all committees - clause added to bylaws

- Audit committee is the only standing committee listed in the bylaws, as it is a legal requirement.

Susan asked if we need to purchase insurance; Nikki has asked Maryann to look into this; Susan to follow up with Maryann.

Lisa made a motion to approve the bylaws. Jan seconded. Unanimously approved. Wild cheering!!!

Nikki led discussion of additional documents that are being created and will still require approval

- i. Conflict of interest
- ii. Code of Conduct
- iii. Nomination Form with descriptions of what is expected of each position
- iv. Executive Board Manual (to include "job" descriptions of what is required/hoped for in Board Members and to include the list of Standing Committees with their descriptions)
- v. Membership Application (for Principals and PTOs)
- vi. Letter of Introduction - "Why SPC?"

Quick Google docs directions/ Q & A - Susan and Nikki will meet 9/7 to go over any questions.

A relaunch of SPC is going to be required to "sell" why SPC is valuable and should be participated in by schools. Discuss ideas on "Why Should My School Participate in SPC"?

- Position paper to be developed by this board.
- Wendy pointed out that parents have moved the district forward throughout the last year of difficulties. Parents have the power to make change and add value to the district.
- Susan suggested PTO Clearinghouse, where PTO's can share resources - eg, popcorn machines, shade tents, etc.
- Super PTO
- Wendy suggested Parent Advocacy is an area that can be promoted and fostered through the SPC (above, i through vi)
- **Action items:**
 - Karen, Nikki, Lara, Lisa will assign out docs that need to be developed to Exec Board.
 - Calvin, Susan, Nikki, Lisa, Gather PTO contacts from each learning community.

Discuss topics to be covered at the September SPC meeting

- Navajo support, clearinghouse and idea of schools sharing resources
- **Action item:** Need membership form and letter to be together and be approved by exec comm at 9/12 meeting: Karen will start letter, send to Nikki for revisions.

Neighborhood Block Party on 9/29/18 (9am-12pm)--Nikki

- a. Needs: promotional and/or informational material that highlights the parent and student resources that SPC provides; folding table, 10'x10' canopy tent, any banners for display and conduct a fun activity for children within your tent.

- b. Determine: nothing determined all table'd except for materials to bring section. To be discussed Sept 12.
 - i. What materials we should create? **Use EXISTING flyer (Peachjar)- revise if needed; FAQ doc being developed.**
 - ii. Who will create each item? ** Lisa to look into letterhead
 - iii. Who will attend the Block Party?
 - iv. Who will bring necessary materials?