

**Skinner North LSC Meeting**  
**7/1/19 at 5:00 p.m. in the School Library**  
***Approved Minutes of LSC***

1. Call to Order
  - Principal called the meeting to order at 5:01 PM
  
2. Establish Quorum
  - A quorum was established at 5:01 PM. with the following members present:
    - Katherine Magnuson (Principal) (Dr. M)
    - LSC Parent Representative Conor Sullivan (CS)
    - LSC Parent Representative Nicolle Heller (NH)
    - LSC Parent Representative Jennifer Jones (JJ)
    - LSC Parent Representative Shannon Stevens Pokornik (SP)
    - LSC Teacher Representative Kelly Mulligan (KM)
    - LSC Teacher Representative Carrie O'Malley (CO)
    - Absent from Meeting
      - LSC Community Representative Frances Zemans (FO)
      - LSC Community Representative Joan Moore (JM)
      - LSC Non-Teaching Staff Representative VACANT
  
  - LSC Parent Representative Hadassah Hickman (HH) arrived at 5:05 PM
  
  - Selection of Temporary Chair Person
    - Principal Dr. Magnuson nominated; motion made by CO
    - NH seconded the motion
    - All in favor, motion passed
  
  - Selection of Temporary Secretary
    - Conor Sullivan nominated; motion made by CO
    - SP seconded
    - All in favor, motion passed
  
  - Approval of the Agenda
    - Discussion whether to nominate and approve Committee Chairs during this meeting (as they are not clearly listed on the agenda) per Open Meetings Act; Committee Chair nominations and approvals tabled
    - HH motioned to approve the posted agenda
    - NH seconded
    - All in favor, motion passed

- Nomination and Selection of Chair
  - NH nominated Conor Sullivan
  - HH seconded
  - All in favor, motion passed
  
- Nomination and Selection of Secretary
  - Discussion around having a template for all to follow for consistency as well as to discuss whether LSC should recording meetings (discussion tabled for another meeting)
  - HH motioned to have a Rotating Secretary
  - KM seconded
  - All in favor, motion passed
  
- SP agreed to act as Secretary for the rest of the meeting
  
- LSC Parent Representative, Kwame Foucher (KF) arrived at 5:21 PM
  
- Nomination and Selection of Vice Chair
  - Kwame Foucher nominated; motion made by KF
  - HH seconded
  - All in favor, motion passed
  
- Nomination and Selection of FOIA/OMA
  - Shannon Stevens Pokornik nominated; motion made by KM
  - HH seconded
  - All in favor, motion passed
  
- Set Regular Meetings Schedule for School Year
  - Discussion to hold meetings on Wednesdays and rotate the starting times between 8:00 AM and 5:00 PM and eliminate the August 2019 meeting
  - NH motions to approve the proposed dates and times and eliminate the August meeting
  - KF seconded
  - All in favor, motion passed
  
- Adopt/Approve Dates for Committee Meetings
  - CIWP dates proposed by Dr. M that follow suggestions by district
    - KM motions to approve
    - CS seconded

- All in favor, motion passed
  - Wellness Committee dates by SP based off of caregiver feedback on the end of the year Wellness survey
    - KM motions to approve
    - HH seconded
    - All in favor, motion passed
  - Principal Evaluation Committee tabled until September meeting
- Rotating Secretary schedule reviewed by all and each LSC member was assigned a meeting date
  - CO made a motion to approve the Rotating Secretary Schedule
  - Dr. M seconded
  - All in favor, motion passed
- Adopt/Re-Adopt Bylaws and Establish a Committee
  - Discussion included readopting the bylaws as approved at this meeting and establishing a Bylaw Committee. CS will provide draft that includes previously discussed language

[LSC Teacher Representative Carrie O'Malley (CO) left meeting at 5:56 PM]

  - HH made a motion to establish a Bylaw Committee
  - KF seconded
  - All in favor, motion passed
    - Hadassah Hickman (HH) nominated to Chair Bylaw Committee; motion by SP
    - Dr. M seconded
    - All in favor; motion passed
    - Meeting set for September 17, 2019 at 8:00 AM
      - Discussion included reviewing language proposed by the Bylaw Committee at the 9/18/19 LSC meeting
  - NH made a motion to approve current Bylaws
  - JJ seconded
  - KF abstained
  - All others in favor, motion passed
- Readopt Rules of Order for LSC meetings
  - CS made a motion to adopt Robert's Rules of Order
  - KF seconded
  - HH abstained

- Discussion on how “Rules of Order” are defined by district and LSC members
  - NH referred to the Bylaws, Article IX Section 3 which identifies Robert’s Rules of Order as the approved rules for the LSC
  - Motion retracted, motion does not stand
- Public Participation- None
- New Business
  - Discussion around previous meeting minutes being provided by notetakers by the September 18, 2019 meeting for LSC review as well as where the recordings of LSC meetings will be collected and electronically stored
  - Discussion around fulfilling vacant LSC Staff Position; Dr. M advised protocol for school staff to nominate replacement
- Adjournment
  - Motion to adjourn made by HH at 6:21 p.m.
  - Dr. M seconded
  - All in favor, motion passed

Notes prepared by Shannon Stevens Pokornik