

Roger Clap Innovation School  
 Governing Board Meeting  
 Tuesday, January 8<sup>th</sup> 2013  
 7:45 – 8:45am

**Process Norms**

- Be honest
- Respect all perspectives and positions
- Ask for clarification
- Every voice should be heard
- Be an active participant
- Watch your air time
- Support the decisions that are made

**Procedural Norms**

- Start and end on time
- Send agendas and materials in advance of meetings
- Ensure ample discussion time for key issues
- Respect the protocol that is agreed to
- Make decisions by simple majority
- Anticipate time-sensitive issues and get them on the meeting calendar ahead of time

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**AGENDA**

Time	Topic	Steps/Desired Outcome	Leading
7:45	Review Agenda Approve minutes	Approval	Vernon
7:50	Budget Approval Process	Overview, Clarifying questions, Discussion, Approval, Next steps	Vernon/Rohan
8:35	Quick Updates	Share information	Vernon
8:40	Establish RCIS Governing Board By- Laws Amendment Subcommittee	Outline Process and Timeline	GB Volunteers
8:45	Adjourn	Next full meeting is Thursday, January 26 <sup>th</sup> 2013 at 7:45am	Paugh