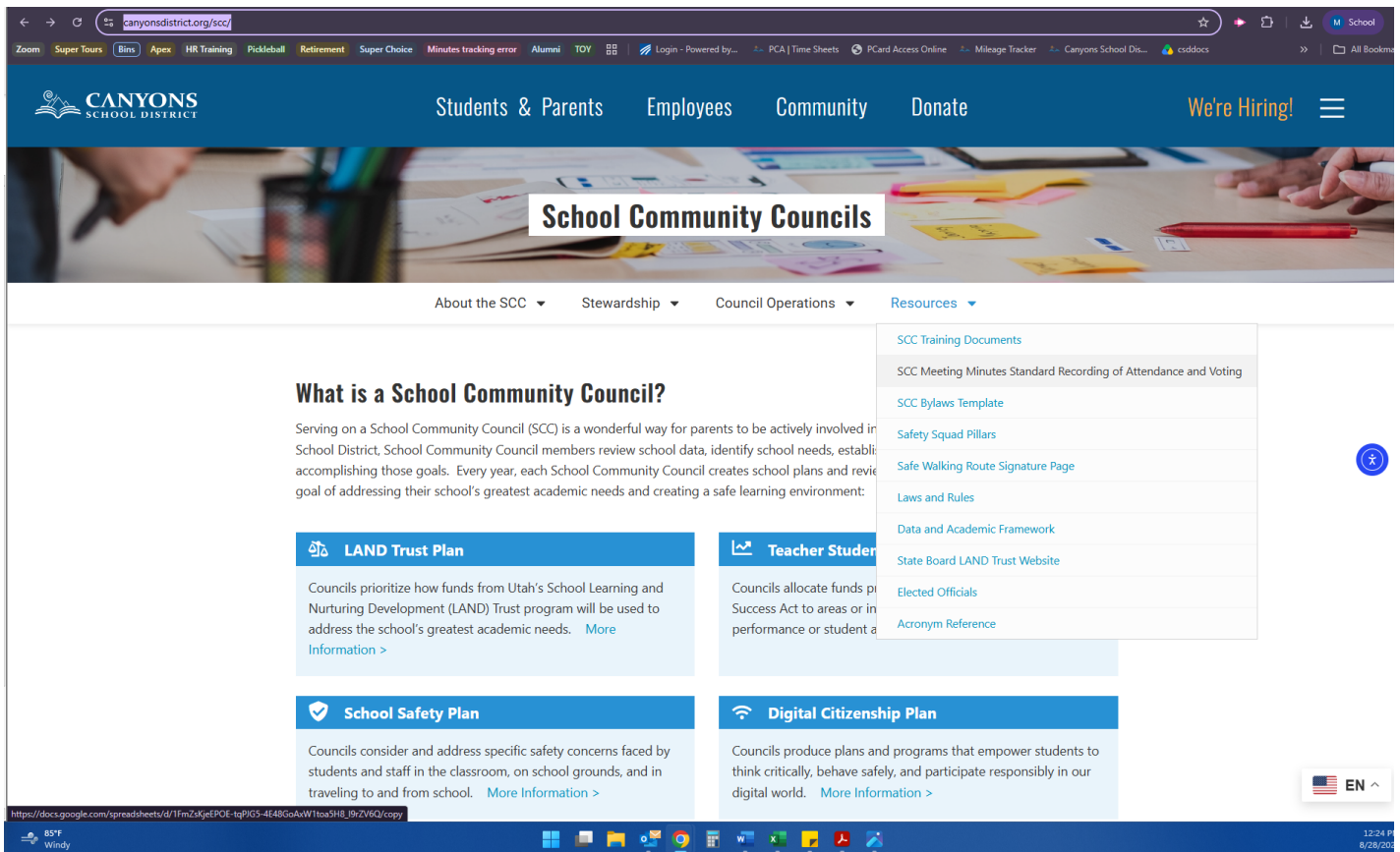


How to change your attendance for SCC Minutes: (steps 1-6 one time only)



1. Go to <https://www.canyonsdistrict.org/scc/>
2. Select “Resources” drop down menu and “SCC Meeting Minutes Standard Recording of Attendance and Voting”



Copy document

Would you like to make a copy of **SCC Minutes Templates**?

[Make a copy](#)



3. Select “Make a copy”
4. Edit your copy by adding your current roster to the template

A1

SCC Meeting Minutes Standard Recording of Attendance and Voting									
Attendance: To be reported the same way without variation for every meeting (reportable by query)									
Absent		Excused		Present		Parent members on your roster		Staff members on your roster	
☒	☒	☐				☐	☐	☐	Horatio Magellan (Principal)
☒	☒	☒				☐	☒	☐	Norville Rogers
☐	☐	☐				☐	☒	☐	Velma Dinkley
☐	☐	☐							
☐	☐	☐							
					RATIO				
					At least two more parents than staff as voting members				
Absent		Excused		Present		Non-voting members (not included in ratio)			
☒	☐	☐				Example (PTA, no enrolled students)			
☐	☐	☒				Daphne Blake (Staff Secretary)			
					Guests (Not on your roster, and cannot vote)				
					0 Total number of Parent (Observing or on this agenda to comment)				
					3 Total number of Staff (Assistant Principal, Counselor, Teacher, Board Member, etc. and may observe or report)				
Voting (Must be on your roster)									
Motion: Enter what you are voting on here. Then indicate each individual vote.									
Absent		Yes		No		Parent members on your roster		Staff members on your roster	
☐	☐	☐				☐	☐	☐	Horatio Magellan (Principal)
☐	☐	☐				☒	☒	☐	Norville Rogers
☐	☐	☐				☒	☒	☐	Velma Dinkley
☐	☐	☐							
☐	☐	☐							
Absent		# Yes		# No					
2						Vote count			
						☐ Motion Passes			
						☐ Motion Fails			
						A tie fails to meet minimum requirement to pass			
NO EXCHANGES									
1. You must be present, and on the roster as a voting mem									
2. Non-voting members and/or Guests may not step in to vote in place of absent members									

- 5.
6. Save your changes

a. This is what you will use to track your attendance for each meeting

Copy of SCC Minutes Templates ☆ 📁 ☁
File Edit View Insert Format Data Tools Extensions Help

Q Menus ↶ ↷ 🖨 🗑 75% \$ % .0_ .00 123 Default... - 10 + B I 🔍 A 🗑

L12

SCC Meeting Minutes Standard Recording of Attendance and Voting									
Attendance: To be reported the same way without variation for every meeting (reportable by query)									
Absent		Excused		Present		Parent members on your roster		Staff members on your roster	
☐	☐	☐				☐	☐	☐	Barbra Winder (Principal)
☐	☐	☐				☐	☐	☐	Grace Cobabe
☐	☐	☐				☐	☐	☐	Sage Gautavai
☐	☐	☐							
☐	☐	☐							
					RATIO				
					At least two more parents than staff as voting members				
Absent		Excused		Present		Non-voting members (not included in ratio)			
☐	☐	☐				Example (PTA, no enrolled students)			
☐	☐	☐				Daphne Blake (Staff Secretary)			
					Guests (Not on your roster, and cannot vote)				
					0 Total number of Parent (Observing or on this agenda to comment)				
					3 Total number of Staff (Assistant Principal, Counselor, Teacher, Board Member, etc. and may observe or report)				
Voting (Must be on your roster)									
Motion: Enter what you are voting on here. Then indicate each individual vote.									
Absent		Yes		No		Parent members on your roster		Staff members on your roster	
☐	☐	☐				☐	☐	☐	Barbra Winder (Principal)
☐	☐	☐				☐	☐	☐	Grace Cobabe
☐	☐	☐				☐	☐	☐	Sage Gautavai
☐	☐	☐							
☐	☐	☐							
Absent		# Yes		# No					
2						Vote count			
						☐ Motion Passes			
						☐ Motion Fails			
						A tie fails to meet minimum requirement to pass			
NO EXCHANGES									
1. You must be present, and on the roster as a voting mem									
2. Non-voting members and/or Guests may not step in to vote in place of absent members									

b.

7. Becomes step 1 for each meeting

- a. (1.) Go to your saved template for this year and select the appropriate boxes for this meeting

	A	B	C	D	E	F	G	H	I	J	
L14											
	SCC Meeting Minutes Standard Recording of Attendance and Voting										
	Attendance: To be reported the same way without variation for every meeting (reportable by query)										
	Absent Excused Present Parent members on your roster				Absent Excused Present Staff members on your roster						
	☐	☐	☒	Kelsey Heile (Chair)	☐	☐	☒	Barbra Winder (Principal)			
	☐	☐	☒	Morgan Garlington (Vice-Chair)	☐	☐	☒	Grace Cobabe			
	☐	☐	☒	Heidi Barrus	☐	☐	☒	Sage Gautavai			
	☐	☐	☒	Lindsay Humphrey							RATIO
	☐	☐	☒	Michelle Jensen	At least two more parents than staff as voting members						
	Absent Excused Present Non-voting members (not included in ratio)										
	☐	☐	☒	Example (PTA, no enrolled students)							
	☐	☐	☒	Daphne Blake (Staff Secretary)							
14											
					Guests (Not on your roster, and cannot vote)						
	0 Total number of Parent guests at this meeting				(Observing or on this agenda to comment)						
	1 Total number of Staff guests at this meeting				(Assistant Principal, Counselor, Teacher, Board Member, etc. and may observe or report)						
	Voting (Must be on your roster)										
	Motion: Enter what you are voting on here. Then indicate each individual vote.										
	Absent Yes No Parent members on your roster				Absent Yes No Staff members on your roster						
	☐	☐	☐	Kelsey Heile (Chair)	☐	☐	☐	Barbra Winder (Principal)			
	☐	☐	☐	Morgan Garlington (Vice-Chair)	☐	☐	☐	Grace Cobabe			
	☐	☐	☐	Heidi Barrus	☐	☐	☐	Sage Gautavai			
	☐	☐	☐	Lindsay Humphrey							
	☐	☐	☐	Michelle Jensen							
					Absent # Yes # No						
					2 Vote count						
					☐ Motion Passes						
					☐ Motion Fails						
	NO EXCHANGES										
	1. You must be present, and on the roster as a voting member										
	2. Non-voting members and/or Guests may not step in to vote in place of absent members										
	A tie fails to meet minimum requirement to pass										

8. (2.) Open your Minutes doc (Word)
9. (3.) Place your cursor
10. (4.) Go to "Insert", select the "Screenshot" icon and "Screen clipping" while both are open on your screen

[illegible]

11. (5.) Select the attendance portion of your template
 - a. It will drop into your Word doc where your cursor was placed

The screenshot displays two overlapping windows. The background window is a Microsoft Word document titled 'Document5 - Word' with the 'Picture Format' ribbon active. The foreground window is a Google Sheet titled 'Copy of SCC Minutes Templates' showing a template for 'SCC Meeting Minutes Standard Recording of Attendance and Voting'. The template is organized into sections for different groups of people, each with columns for 'Absent', 'Excused', and 'Present'.

Parent members on your roster

Absent	Excused	Present	Name
☐	☐	☒	Kelsey Heile (Chair)
☐	☐	☒	Morgan Garlington (Vice-Chair)
☐	☐	☒	Heidi Barnus
☐	☐	☒	Lindsay Humphrey
☐	☐	☒	Michelle Jensen

Staff members on your roster

Absent	Excused	Present	Name
☐	☐	☒	Barbra Winder (Principal)
☐	☐	☒	Grace Cobabe
☐	☐	☒	Sage Gaudreau

Non-voting members (not included in ratio)

Absent	Excused	Present	Name
☐	☐	☒	Example (P/A, no enrolled students)
☐	☐	☒	Daphne Blake (Staff Secretary)

Guests (Not on your roster; cannot vote)

Absent	Excused	Present	Name
☐	☐	☒	Example (P/A, no enrolled students)
☐	☐	☒	Daphne Blake (Staff Secretary)

The template also includes sections for 'Voting (Must be on your roster)' and 'NO EXCHANGES'.

12. (6.) Save your minutes
 - a. Use the same process for logging every vote taken
13. (7.) Continue adding notes until complete and re-save
14. (8.) Add minutes to your SCC Webpage as "DRAFT" until approved at the next meeting