

BELLINGHAM PUBLIC SCHOOLS  
Bellingham, Washington

**Instructional Materials Committee Minutes****September 29 th Meeting, 2005**

**Members Present** : Adrienne Nelson, Tom Pollino, Jean Prochaska, Jacqueline Ellig, John Mangan, Ann Buswell, Chris Tucker

Confusion around which date was the official meeting, so two meetings were held, the first led by Adrienne Nelson, the second led by Ann Reed.

The first order of business focused on determining norms for the group. The adopted norms are listed below. The next item on the agenda was informing the committee with the IMC policies and procedures, specifically Policy 2311 and 2311P and the reporting and processing forms associated with the procedure for with evaluating and reconsidering basic and non-basic instructional materials.

Dates for the meetings were presented and noted.

The next meeting will be dedicated to review Relate Abstinence Presentation for Middle Schools from the Whatcom County Pregnancy Center.

**Adopted Norms:**

- Be an active listener by asking clarifying questions for understanding
- Use paraphrasing or summarizing statements for clarity and consensus
- Be mindful of body-language noting eye contact, head nodding, etc.
- Minimize sidebar conversations
- Focus on issues or problems, not on the people
- Focus intentionally on our roles as representatives, and set our personal agendas aside
- Work towards consensus

Respectfully submitted,  
Ann Reed