

Student Council
Class Minutes

Assignment: Throughout the Term, each student will be expected to serve as “secretary” for two designated days. For each day that you are assigned the role of secretary, you are responsible for completing the following:

1. **Take detailed notes during class.** You are responsible to summarize all announcements, discussions, activities, etc. Additionally, you are responsible for writing down any project “sign ups” or events written on the board.
2. **Create daily class minutes (typed).** Print two copies of your assigned day’s minutes.
3. **Post a copy of the day’s minutes to the WIKI page.** You are expected to post your class minutes no later than 10:00 pm on same day as class.
4. **On the following day, bring *two copies of your assigned day’s minutes to class.** Post one copy of the minutes in A114 and hand in your other copy to Mr. Brady at the beginning of class.

RATING KEY:

5: Outstanding!
4: Above Average
3: Average

2: Below Average, Needs Improvement
1: Poor, Needs Major Improvement

Grading:

| | | | | | |
|---|---|---|---|---|---|
| Took comprehensive, clear, accurate notes during class | 5 | 4 | 3 | 2 | 1 |
| Typed minutes emailed to Leadership Class by 10:00 pm (on the same day assigned to serve as secretary) | 5 | 4 | 3 | 2 | 1 |
| Minutes posted in A113 at 7:15 am/ 1 copy to instructors (due at the beginning of class the following day) | 5 | 4 | 3 | 2 | 1 |
| Typed minutes are thorough, accurate, organized | 5 | 4 | 3 | 2 | 1 |

Total: /20 points

DATES ASSIGNED TO SERVE AS SECRETARY: _____

EXAMPLES:

Lincoln Southwest High School Student Council Minutes
Tuesday August 26th 2008

1. Computer Lab time
Silverhawk Manual

2. Announcements
State Convention at Papillion-LaVista South High School
Fri. Oct. 17th
If you pay **by** Sept. 20th:
You pay \$30/Student Council pays \$10
If you pay **after** Sept. 20th:
You pay \$45/Student Council pays \$0
Checks made payable to LSW Student Council

Student Council T-shirt ideas, bring actual design soon!

3. Click-it or Risk-it
1st Lunch – TV campaign
This Thursday, (8/28)

4. Announcements over the intercom will only be made on Wednesdays during 2nd block, get all announcements to the office by the Friday prior.

5. Leadership Council Meeting this Thursday (8/28) after school

6. Red Ribbon Week
End of Oct.
Co-chairs needed

7. Fundraising co-chairs needed
Committees will be created later this week.

Lincoln Southwest High School Student Council Minutes
Wednesday September 10th 2008

1. T-Shirt Sales
Today Separate sizes
Sales sign up for rest of week
Wed. Th. Fri.
Noemi Hillary Nate
Becca Kate Chris

VB (9/11) FB (9/12)
Kaitlyn W. Kelsey
Austin Darcy

2. Community Involvement Committee Time