Meeting playbook summary

Calm before / during / after checklists for school council, principal or teacher meetings, and trustee / board meetings. One clear ask beats a long list. Full playbook: k12watchdog.com/meetings.html

School council

- Before: agenda deadline, one factual ask, print notices, agree wording if standing together.
- During: name + single ask; cite document/date; ask who replies and by when; stay in time.
- After: same-day summary email; file notes; track deadline; escalate only if process stalls.

Principal / teacher

- Start with the teacher for classroom matters; involve the principal if answers stall.
- Bring dates, copies of emails, and the policy you are citing.
- Follow up in writing so you have a dated record.

Trustee / board

- Check published rules for public questions / delegations and registration deadlines.
- Keep remarks factual and timed; offer to follow up in writing.
- Pair with province process maps and FOI toolkit when documents are needed.

Trust ladder (Tracker)

Reports are moderated **parent tips** — not proven fact and not an official school record. Documents and independent corroboration raise confidence: parent tip → corroborated → document on file.

Related: evidence.html · toolkit-letters.html · guides-province.html · start.html