

Group/Team:		Governance Council	
Location: Library	Date of Meeting: December 13, 2016	Start Time: 2:35	Finish Time: 3:35

Attendance <i>(list names, titles of all members of team; insert X if member is in attendance for the meeting)</i>					
Name, Title	X	Sylvia Santos, Parent		Susan Kather, parent	X
Heather Hirbour, Teacher	X	Gandra Paris, Parent		Evelyn Valdez, Parent	X
Caitlin Carbonell, Teacher	X	Diane Bakewell, Principal	X	Keisha Zapatka, Parent	X
Shelby Goderre, Teacher		Stephanie Carpentieri, VP	x	Angela Boyd, Parent	x
Kristina Martinez, Teacher		Vjollca Demirali, Parent Liaison			
Kate Napolitano, Teacher	x	Angela Holmes, Community Member			

Team Norms (subject to change; based on team decision):
<ol style="list-style-type: none"> All meetings will start on time. Process for debate is defined by <u>providing solutions</u>. A specific agenda will be set for all meetings. All team members will agree to stay on specific agenda topics. Protocols to guide discussion are applied – i.e. guiding essential questions, parking lot, etc. Roles are clearly defined- e.g. facilitator, recorder, etc. <p>IDT Rubric Task (note #s):</p>

Purpose of Meeting – (modify based on specific intent):
<p>PURPOSE:</p> <ul style="list-style-type: none"> To develop shared understanding of the systemic framework tied to instructional efficacy. <p>ESSENTIAL QUESTION(S):</p> <ul style="list-style-type: none"> How do we create coherence and alignment across all levels of the school (district) in order to drive systemic instructional improvement to the classroom?

Agenda Item	Time Allotted	Person Responsible
<p>Check-in and review the objectives of this meeting and how they connect to the core work of improving teaching and learning.</p> <ul style="list-style-type: none"> Identify recorder and timekeeper Parking Lot questions - if applicable Review next steps: <p>IDT Rubric Task (note #s):</p>		Team/facilitator

<ol style="list-style-type: none"> 1. Review norms 2. DATA - discipline 3. Family Events - update for Jan. and Feb. 4. Compacts 5. Suggestions, questions <p>Next meeting - January 10th - Site Based Training</p>	1 hour	
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Meeting Minutes (taken by: H. Hirbour)

<ol style="list-style-type: none"> 1. Review norms 2. DATA - discipline <ol style="list-style-type: none"> a. Up to date for November: 48 referrals b. Suspension <ol style="list-style-type: none"> i. 12/8/15- 6 ISS OSS-11 ii. 12/8/16-22 ISS OSS-14 iii. Combined 35 suspensions from the playground c. Bus referrals-disrespect is biggest area <ol style="list-style-type: none"> i. Targeted one bus in particular to promote good behavior 3. Family Events - update for Jan. and Feb. <ol style="list-style-type: none"> a. 12/21/16-winter concert, 12/23/16-Polar Express Day b. 1/12/17-Family Fitness Night: Zumba, healthy food c. Feb.- Math Night d. March- Literacy Night, Art Night 4. Compacts <ol style="list-style-type: none"> a. Add family nights into compact b. Needs to be based on student learning, responding to school data c. Vision and mission statement, what happens in the grade level classroom, what students in the grade are responsible for, what we expect families to do to help students be successful d. Discussion of communication with families e. School wide activities, attendance 5. Suggestions, questions <ol style="list-style-type: none"> a. Website lacks personality of school b. Add handbook to website
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Next Steps			
Outcome	Evidence	Assigned to	Due Date
Next meeting			1/10/17