

Group/Team: Governance			
Location: Conference Room	Date of Meeting: Sept. 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	x		
Heather Hirbour, Teacher	x	Gandra Paris, Parent			
Caitlin Carbonell, Teacher	x	Diane Bakewell, Principal	x		
Shelby Goderre, Teacher	x	Stephanie Carpentieri, VP	x		
Kristina Martinez, Teacher	x	Vjollca Demirali, Parent Liaison	x		
Kate Napolitano, Teacher	x	Angela Holmes, Community Member	x		

Team Norms (subject to change; based on team decision):
<ol style="list-style-type: none"> 1. All meetings will start on time. 2. Process for debate is defined by <u>providing solutions</u>. 3. A specific agenda will be set for all meetings. 4. All team members will agree to stay on specific agenda topics. 5. Protocols to guide discussion are applied – i.e. guiding essential questions, parking lot, etc. 6. Roles are clearly defined- e.g. facilitator, recorder, etc.
IDT Rubric Task (note #s):

Purpose of Meeting – (modify based on specific intent):
PURPOSE: <ul style="list-style-type: none"> To develop shared understanding of the systemic framework tied to instructional efficacy. <p style="text-align: center;">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? <p>Please bring with you:</p> <ul style="list-style-type: none">

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

EQ(s):		
1.		
IDT Rubric Task (note #s):		

Meeting Minutes (taken by: K. Martinez)

Start of School year, kept everything same as last year
Ice cream social, successful (thoughts for next year having ice cream at Waterville)

Parent Nominations, need 5 more parents for committee
Elections will take place during open house, September 14th.

Meeting Dates: 10/11; 11/15; 12/13 ; 1/10 ; 2 /7 ; 3/14 ; 4/4 and 5/9

Upcoming Family Events: Mclass Parent information session in October, International Night in October 27Th
November Homework Workshop, Family Bingo Night (Attendance policy added to that)
December: Literacy Night
January: Fitness Night
February : Math Night
March: Art night and Literacy Night
April: McEducators and Science Night
May: Literacy Night and Community Event
June: Celebrations (Pre K, K, and 5th) K- Orientation

Elect Council members for next meeting.

Fundraiser: Little Caesars in October, Candy for February , Flowers for Mother's Day

Next Steps:
Elect Council Members(chairperson, vice chairperson, secretary , and parent members
Review Bylaws
Compacts

Next Steps			
Outcome	Evidence	Assigned to	Due Date