

<b>Group/Team:</b>		Sprague Governance Council	
<b>Location:</b> Conference Room	<b>Date of Meeting:</b> January 15 <sup>th</sup> , 2019	<b>Start Time:</b> 2:35	<b>Finish Time:</b> 3:15

Attendance (include titles)				
Diane Bakewell, Principal Vjollca Demiralli, Parent Liaison Stephanie Carpentieri, SVP	Katie Brayton, SW Shelby Goderre, Teacher Kristina Martinez, Teacher (absent) Kate Napolitano, Teacher Alana Lokites, Teacher	Parent Members: Mr. Kather  John Mastracchio	Community Members: Ida- Church Pastor  Vanessa Ricketts- Texas Roadhouse (Absent)	

Team Norms (subject to change; based on team decision):
<ol style="list-style-type: none"> <li>1. Be on time.</li> <li>2. Be an active listener.</li> <li>3. Stay on task.</li> <li>4. Phones on silent.</li> </ol> <p><b>Teaming Standard:</b> Norms are developed and followed (i.e. start and end on time, collegial discourse, etc.)- including protocols to guide discussions (e.g. guiding essential questions, etc.). (p. 3)</p>

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

Agenda Item	Time Allotted	Person Responsible
<p><b>Check-in</b> and review the objectives of this meeting and how they connect to the core work of improving <b>teaching and learning</b>.</p> <ul style="list-style-type: none"> <li>Identify recorder and timekeeper</li> <li>Parking Lot questions - if applicable</li> <li>Review next steps:</li> </ul> <p><b>Teaming Standard:</b> The agenda is developed and forwarded to all team members in advance of the meeting; agenda lists those topics for discussion and resolution that specifically align to the SIP/Blueprint (including relevant SLOs); agenda includes applicable teaming standards based on the purposeful intent of each agenda item. (p. 3)</p>		Team/facilitator

<b>EQ(s):</b>  1.  <b>Teaming Standard:</b>		
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**Meeting Minutes taken by**

**Review Membership**

**1. Review Norms**

**2. Data: ELA**  
 \*no current ELA data as MClass testing window opens 1/16/19  
 \*Mrs. Napolitano reviewed with members some key pieces of what MClass is  
 -Mclass is a screener (NOT a diagnostic) given to students to determine who is considered "at-risk." It also helps determine areas of focus, and which students require further intervention services

**3. Family Events:**  
 \*January- PTO sponsored movie night will take place 1/25/19 and is open to all students  
 \*February- STEM night will be 2/6/19; it will include STEM activities at different stations  
 \*March- reading department is in the early stages of planning an event targeting kindergarten parents whom will be welcomed to visit their child's classroom during the school day to get a sense of what the teachers are teaching and how they are teaching literacy in particular. Specifics will be decided upon in upcoming weeks.  
 \*April- Literacy Night- Date: TBA

**4. Sprague letterhead**  
 \*Mrs. Bakewell has reached out to the principal at Wilby to see if their graphic department would be willing to design our letterhead/logo/mascot

**6. Suggestions/Questions**

**7. Next steps:**  
 \* Next meeting: February 12th, 2019

Next Steps			
Outcome	Evidence	Assigned to	Due Date