

Group/Team:		Governance Council	
Location: Library	Date of Meeting: October 11,,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	Susan Kather, parent
Heather Hirbour, Teacher		Gandra Paris, Parent		Evelyn Valdez, Parent
Caitlin Carbonell, Teacher	x	Diane Bakewell, Principal	x	Keisha Zapatka, Parent
Shelby Goderre, Teacher	x	Stephanie Carpentieri, VP	x	Angela Boyd, Parent
Kristina Martinez, Teacher	x	Vjollca Demirali, Parent Liaison	x	
Kate Napolitano, Teacher	x	Angela Holmes, Community Member		

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.
ESSENTIAL QUESTION(S): <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
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):		

<ol style="list-style-type: none"> 1. Review norms, introduce new members 2. Vote on by-laws, elect officers 3. DATA - attendance 4. Family Events - update for Oct and Nov 5. Compacts 6. Suggestions, questions 7. <p>NEXT STEPS: Compacts</p>	<p>1 hour</p>	
--	---------------	--

Meeting Minutes (taken by: K. Martinez)

-Review Norms: be on time, be an active listener and phones on silent
 -Introduction of new members after elections
 -Needing 1 more community member and parent

Minutes for all governance meetings are available online on the Sprague School website

According to bylaws every October there will be an election:
 Chairperson- Shelby Goderre
 Vice-Chairperson- Caitlin Carbonell
 Secretary: Kristina Martinez

Data: Attendance
 CAPT team - meets every week
 13.9% of students on chronic absentee list , Kindergarten 15 falling in severe and moderate category, and 14 students in grade 4 also falling into severe and moderate category
 In November: Bingo Night attached with information about attendance

Upper grade 3-5- punctuality (most color in all letters for pizza party)
 Grades k, 1 and 2 - have high five club on Friday if in school all week
 Going to also focus on Pre k this year

141 students who had perfect attendance from beginning of school year until the end of September
 We do focus on not only perfect attendance but also improved attendance

Invite police officer to provide presentation to students (ex: stranger danger): promote positive community relations between students and police

Family Nights:
 October Mclass information session: Oct 14th at night, October 15th in the morning
 October 27th , International night at 5:30 (Food, crafts and dancers for hispanic heritage)

November; homework workshop and Bingo night/attendance

Compacts: Goes by grade level, has important information parents can use for that particular grade level (student expectations, parent expectations , and teacher expectations for grade levels).

Suggestions/ Questions

** Iris Alerts should be in both english and spanish

Next Steps

Outcome	Evidence	Assigned to	Due Date
Grade level compacts	Creation of template	committee	11/15/16