

<b>Group/Team:</b>		<b>Governance Council</b>	
<b>Location:</b> Library	<b>Date of Meeting:</b> November 15, 2016	<b>Start Time:</b> 2:35	<b>Finish Time:</b> 3:35

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

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

<b>Purpose of Meeting – (modify based on specific intent):</b>
<b>PURPOSE:</b> <ul style="list-style-type: none"> <li>● To develop shared understanding of the systemic framework tied to instructional efficacy.</li> </ul>
<b>ESSENTIAL QUESTION(S):</b> <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>

<b>Agenda Item</b>	<b>Time Allotted</b>	<b>Person Responsible</b>
<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> . <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>		Team/facilitator
<b>IDT Rubric Task (note #s):</b>		

<ol style="list-style-type: none"> <li>1. Review norms</li> <li>2. DATA - mCLASS fall benchmark</li> <li>3. Family Events - update for Dec. and Jan.</li> <li>4. Compacts</li> <li>5. Suggestions, questions</li> </ol> <p><b>NEXT STEPS: Compacts</b></p>	1 hour	
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**Meeting Minutes (taken by: C. Carbonell )**

- **MCLASS Data schoolwide 1st-5th**
  - Workshop was available to parents to discuss data that went home with students
  - Testing 3x a year (SOY, MOY, EOY)
  - Kate Napolitano went over data, different techniques to show progress and achievement.
    - IE: fluency, retell, nonsense words, DAZE, DORF
- **Family Events Nov-Dec.**
  - 11/17 Bingo and Pizza for Attendance
  - Dec. 13th - Literacy night - CK3LI assistance, dinner included
    - Getting out into the community to places parents aren't aware of
  - Looking ahead- January - Family Fitness Night
- **Compacts, attendance ideas**
  - By grade level, vision, mission, each school different, contains: teacher email, expectations of parents, teachers, student
  - Taking ideas from different governance members. Best way to communicate with parents, ideas for definitions of DAZE, DORF...
    - Compacts go home with Moving Up Day? Posted on the website when completed
    - Supplies for child in the compact, generic for each grade
    - Ideas for attendance? Posters, High Five Club, Attendance Club
- **Suggestions, Questions: Attendance helpers that are students in the grade level or classroom?**
- **Next meeting Dec., meeting with Mary Ann M. to give site based training for Governance council**

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Next Steps			
Outcome	Evidence	Assigned to	Due Date
			12/13