

<b>Group/Team:</b> Governance			
<b>Location:</b> Conference Room	<b>Date of Meeting:</b> Sept. 13,2016	<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	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		

<b>Team Norms (subject to change; based on team decision):</b>
<ol style="list-style-type: none"> <li>All meetings will start on time.</li> <li>Process for debate is defined by <u>providing solutions</u>.</li> <li>A specific agenda will be set for all meetings.</li> <li>All team members will agree to stay on specific agenda topics.</li> <li>Protocols to guide discussion are applied – i.e. guiding essential questions, parking lot, etc.</li> <li>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> <p style="text-align: center;"><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></li> </ul>

Agenda Item	Time Allotted	Person Responsible
<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>		

<p>EQ(s):</p> <p>1.</p> <p>IDT Rubric Task (note #s):</p>		
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**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