

<b>Group/Team:</b>		<b>Governance Council</b>	
<b>Location:</b> Library	<b>Date of Meeting:</b> December 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		Susan Kather, parent	X
Heather Hirbour, Teacher	X	Gandra Paris, Parent		Evelyn Valdez, Parent	X
Caitlin Carbonell, Teacher	X	Diane Bakewell, Principal	X	Keisha Zapatka, Parent	X
Shelby Goderre, Teacher		Stephanie Carpentieri, VP	x	Angela Boyd, Parent	x
Kristina Martinez, Teacher		Vjollca Demirali, Parent Liaison			
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> <p><b>IDT Rubric Task (note #s):</b></p>

<b>Purpose of Meeting – (modify based on specific intent):</b>
<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>

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

<ol style="list-style-type: none"> <li>1. Review norms</li> <li>2. DATA - discipline</li> <li>3. Family Events - update for Jan. and Feb.</li> <li>4. Compacts</li> <li>5. Suggestions, questions</li> </ol> <p>Next meeting - January 10th - Site Based Training</p>	1 hour	
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**Meeting Minutes (taken by: H. Hirbour )**

<ol style="list-style-type: none"> <li>1. Review norms</li> <li>2. DATA - discipline             <ol style="list-style-type: none"> <li>a. Up to date for November: 48 referrals</li> <li>b. Suspension                 <ol style="list-style-type: none"> <li>i. 12/8/15- 6 ISS OSS-11</li> <li>ii. 12/8/16-22 ISS OSS-14</li> <li>iii. Combined 35 suspensions from the playground</li> </ol> </li> <li>c. Bus referrals-disrespect is biggest area                 <ol style="list-style-type: none"> <li>i. Targeted one bus in particular to promote good behavior</li> </ol> </li> </ol> </li> <li>3. Family Events - update for Jan. and Feb.             <ol style="list-style-type: none"> <li>a. 12/21/16-winter concert, 12/23/16-Polar Express Day</li> <li>b. 1/12/17-Family Fitness Night: Zumba, healthy food</li> <li>c. Feb.- Math Night</li> <li>d. March- Literacy Night, Art Night</li> </ol> </li> <li>4. Compacts             <ol style="list-style-type: none"> <li>a. Add family nights into compact</li> <li>b. Needs to be based on student learning, responding to school data</li> <li>c. Vision and mission statement, what happens in the grade level classroom, what students in the grade are responsible for, what we expect families to do to help students be successful</li> <li>d. Discussion of communication with families</li> <li>e. School wide activities, attendance</li> </ol> </li> <li>5. Suggestions, questions             <ol style="list-style-type: none"> <li>a. Website lacks personality of school</li> <li>b. Add handbook to website</li> </ol> </li> </ol>
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Next Steps			
Outcome	Evidence	Assigned to	Due Date
Next meeting			1/10/17