

Victor Central School District Committee Meeting

Meeting Minutes

Date and Time: September 11, 2017 3:45-5:00 **Location:** District Office – Conference Room A

Roles:

Facilitator: Roni Puglisi
Time Keeper:

Minute Taker: Amy Shannon
Refreshments: Roni Puglisi and Staci Thibodeau

Members: Roni Puglisi, Staci Thibodeau, Mary Banascak, Jamie Bittlingmaier, Kevin Caggiano, Noel DeBruyn, Melissa Gohe, Choon Kim, Kelly Loughlin, Jen Martusewicz, Allison Murphy, Cindy Riley, Amy Shannon, Melissa VanRensselaer, Theresa DeRycke

Opening		
1	Welcome/Call to Order	
2	Approve minutes of prior	
3	Review Agenda	
Guest(s) (if any)		
4		
Old Business-For Discussion		
5.		
New Business		
6.	Get names and email addresses	
7.	Establish future meeting dates	One meeting a month – Roni will add to calendars 3:45-5:00 – Conference Room A in the ECS October 11, November 15, December 13, January 10, February 13, March 14, April 11, May 9, June 13
8.	Develop meeting norms, working agreements and visitor protocol	<p>Draft-</p> <p>Determined Group Norms:</p> <ol style="list-style-type: none"> 1. Add organizer to roles (facilitator, timekeeper, minutes, snacks). 2. Start and stop on time. 3. Develop and follow agendas. 4. Distribute minutes and agendas to council members. 5. Notify a council member if you are going to be absent. 6. Decision making is by consensus. <p>Working Agreements:</p> <ol style="list-style-type: none"> 1. Assume positive intentions. 2. Paraphrase to show that you are listening. 3. Ask questions if you need clarification. 4. Agree to disagree. 5. Respect differing opinions. 6. Allow equal opportunity for input. 7. Maintain confidentiality.

		<p>Visitor Protocol:</p> <ol style="list-style-type: none"> 1. Visitors are welcome to attend Council meetings. 2. All guests can join Council members at the table. 3. Presenters will be included in the agenda. 4. Guests not on the agenda are welcomed primarily as observers. Should the guest desire to address the Council, they will be given 3 minutes to speak. 5. The order of the guest's opportunity to contribute will be determined by the facilitator. 6. Visitor protocol will be shared with the visitor as a standing agenda item.
9.	Goal discussion	<ul style="list-style-type: none"> • District Council is responsible for shared decision making training. • Code of Conduct – needs to be reviewed. • Comprehensive Guidance Plan - update • Shared Decision Making Quick Reference Guide - consider • Capital Improvement Project - update • School Tool/Dashboard for Parents • CSEA staff on committees • Adaptive Playgrounds • Parking issues at VSHS • Safety update from Nate Bowerman – Raptor System • Fundraising update and form
Closing		10 min.
10.	Review Assigned Tasks (Action Items)	<ol style="list-style-type: none"> 1. Identify norms, visitor protocols, working agreements 2. Identify goals with a timeline. 3. Review shared decision making training feedback 4. Roni will provide feedback on goal areas.
11.	Set agenda and roles for next mtg.	<p>Agenda for Next Meeting-Person(s) Responsible:</p> <p>Facilitator: Roni Minute Taker: Amy Time Keeper: Allison Snacks: Cindy Riley Organizer: Mary</p>
12.	Parking Lot Attendant	
13.	Roundtable	

Future meetings:

October 11, November 15, December 13, January 10, February 13, March 14, April 11, May 9, June 13