

**Victor Central School District  
Or  
Office of Educational Services  
Or  
VJH**

**MINUTES**

**Building Council**

Date 11-8-16

Identify Conference Room or Location of Meeting

Identify Time of Meeting

**Roles:**

Facilitator:

Brian Gee

Time

Keeper:

Sue Ibrimovic

Minutes:

Chris Barnard

Refreshments:

**Members:**

Sarah Siesto

Maureen Bolger

Regina Muscarella

Darlene Cowles

Sue Ibrimovic

~~Nikki Ryan~~

Chris Barnard

Brian Gee

Shawn Baldwin

Jennifer Gallivan

Gayle Reh

		<b>Minutes</b>
#	Topic/Subject	
<b>Opening</b>		
1	Welcome	
2	Approve minutes of October meeting	Minutes were approved by Sarah Siesto and seconded by Maureen Bolger
3	Review Agenda	Brian Reviews and shares copies of the agenda

<b>Guest Presentation</b>		
4	No guest presentations	
<b>Old Business</b>		
5		None
<b>New Business</b>		
6	<p>Review Pause Before you Post Assembly and schedule</p> <p>Budget process overview and next steps. Group feedback and Q&amp;A.</p> <p>Extended leave student form</p>	<p>The group discussed the effectiveness of the "Pause Before you Post" assembly and schedule. The assembly was well received by the students and parents that attended, the group felt like it was a positive message and appropriate way for students to use their time. The schedule was not as effective, the blended blocks made it difficult for accurate coverage (specifically in study halls) and lead to issues with over lapping room utilization. The building will look to use a different schedule during the author's visit in December.</p> <p>Brian shared the budget process with the group. Brian shared expected dates and times for certain aspects of the budget moving forward for the 2017-2018 school year.</p> <p>Brian and the building are looking to put a protocol and process in place for when a student will be missing an extended amount of school either for illness/injury or vacation. The goal, is to provide an effective way for students, families and teachers to be able to communicate missed assignments and collect materials for a student to make-up when they are expecting to be out. Brian will share variations of this document with the group before next meeting with the goal of providing feedback to Brian so the group can move forward in creating this document at the December meeting.</p>

Closing				
7	Review Assigned Tasks	Minute Taker	2 min	
8	Set Agenda & Rolls For Next Mtg.	Facilitator		<ol style="list-style-type: none"> <li>1. Update budget news</li> <li>2. Finalize extended leave form</li> </ol>
9	Parking Lot Attendant	Facilitator	2 min	<ol style="list-style-type: none"> <li>1. Brian will update budget news for next meeting</li> <li>2. Brian and Chris will share the extended leave variations for feedback</li> </ol>
10	Round Table	All	4 min	<ul style="list-style-type: none"> <li>• None</li> </ul>

**Future Meeting Dates: List the dates of all meetings left to occur**  
**Tuesday 12/13/16**  
**Tuesday 1/10/17**  
**Tuesday 2/14/17**  
**Tuesday 3/14/17**  
**Tuesday 4/11/17**  
**Tuesday 5/9/17**