

Victor Central School District Committee Meeting  
*Meeting Minutes*  
*October 24, 2018*

Aubrey Ahern, Shawn Baldwin, ~~Mary Banaszak~~, Laura Dash, ~~Theresa DeRycke~~, ~~Ted Isham~~, Leah Kedley, Kelly Loughlin, Caitlin Mack-Elliott, Georgia Mowers, Necia Marchetti, Roni Puglisi, Cindy Riley, Amy Shannon, , Shawna Spriggs, ~~Amanda Tripp~~,

**Date and Time:** 3:45-5:00    **Location:** HS Conference Room

**Roles:**

Facilitator: Roni Puglisi  
 Time Keeper: Leah Kedley  
 Organizer: Laura Dash

Minute Taker: Amy Shannon  
 Refreshments: Mary Banaszak

				Purpose/ Proposed Action				
#	Topic/Subject	Person Responsible (if not all)	Time Allotted	For Info	Work Session	Make Recommendation	Assign Task	Make a Decision
<b>Opening</b>								
1	Welcome/Call to Order			Minutes approved.				
2	Approve minutes of prior mtg dated: 9/17/18							
3	Review Agenda							
<b>Guest(s) (if any)</b>								
4	None							
<b>Old Business-For Discussion</b>								
5	Develop meeting norms, working agreements and visitor protocol			<p><b>Group Norms:</b></p> <ul style="list-style-type: none"> <li>• Assign and use roles (facilitator, timekeeper, minutes, organizer, snacks)</li> <li>• Start and stop on time.</li> <li>• Develop and follow agendas.</li> <li>• Distribute minutes and agendas to council members.</li> <li>• Notify a council member if you are going to be absent.</li> <li>• Decision making by consensus.</li> </ul> <p><b>Working Agreements:</b></p> <ul style="list-style-type: none"> <li>• Assume positive intentions.</li> <li>• Paraphrase to show that you are listening.</li> <li>• Ask questions if you need clarification.</li> <li>• Agree to disagree.</li> <li>• Allow equal opportunity for input.</li> </ul>				

		<ul style="list-style-type: none"> <li>• Maintain confidentiality.</li> </ul> <p><b>Visitor Protocol:</b></p> <ul style="list-style-type: none"> <li>• Visitors are welcome to attend Council meetings.</li> <li>• All guests can join council members at the table.</li> <li>• Presenters will be included in the agenda.</li> <li>• Guests not on the agenda are welcomed primarily as observers. Should the guest desire to address council, they will be given three minutes to speak.</li> <li>• The order of guest's opportunity to contribute will be determined by the facilitator.</li> <li>• Visitor protocol will be shared with the visitor as standing item.</li> </ul> <p>All protocols approved by council.</p>
<b>New Business</b>		
6	Shared Decision Making Training Feedback/Recommendation	<ul style="list-style-type: none"> <li>• Roni shared survey results.</li> <li>• Roni explained District Council's role in shared decision making training.</li> <li>• <b>DC Discussion:</b> <ul style="list-style-type: none"> <li>–rotate teach piece</li> <li>–people may not be motivated to respond to survey</li> <li>–present survey at council meeting</li> <li>–reach out to the facilitators for additional response</li> <li>–build in survey taking time</li> <li>–task of facilitator to encourage survey taking</li> <li>–timing of survey – after training or at the end of the work session?</li> <li>–show the survey prior to work session</li> <li>–make it a part of the first committee meeting agenda</li> </ul> </li> </ul> <p><b>DC Decision:</b></p> <ol style="list-style-type: none"> <li>1. Keep survey/feedback loop.</li> <li>2. District Council members will make personal contact with building.</li> <li>3. Reminder at end of meeting about survey.</li> <li>4. Provide people directions on how to use google survey.</li> <li>5. Cindy will mention at the pre-meeting for parents.</li> </ol>
7	DRAFT District Council Timeline	Roni reviews timeline working document
8	18-19 Goal Discussion	<ol style="list-style-type: none"> <li>1. Review building goals at the beginning and the end of the year.</li> <li>2. Develop the shared decision making training for the fall of 2019. <ul style="list-style-type: none"> <li>–seek feedback from councils after Shared Decision Making</li> </ul> </li> </ol>



*List future meetings:*

Future Meeting Dates: Nov 28, Dec 12, Jan 23, Feb 27, March 20, April 24, May 29, June 12