

**Victor Central School District  
District Council  
MINUTES**

September 16, 2019  
Board of Education Room  
3:30-5:00 (Council Meeting 4:10 – 5:00)

**Roles:**

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

Minutes: Mary Banaszak  
Refreshments: TBD

**Members:** Shawn Baldwin, Mary Banaszak, Laura Dash, Sharon Hodownes, Tara Hopson, Ted Isham, Leah Kedley, ~~Caitlin Mack Elliott~~, ~~Necia Marchetti~~, Ijeoma Nwugwo, Ryan Pero, Roni Puglisi, Cindy Riley, Colleen Saar, Shawna Spriggs, Dave Thering

| #                         | Topic/Subject                               | Person Responsible (if not all) | Time Allotted | Purpose/ Proposed Action  |              |                     |             |                 |
|---------------------------|---|---------------------------------|---------------|---|--------------|---------------------|-------------|-----------------|
|                           |   |                                 |               | For Info  | Work Session | Make Recommendation | Assign Task | Make a Decision |
| <b>Opening</b>            |   |                                 | <b>2 min.</b> |   |              |                     |             |                 |
| 1                         | Welcome                                     | Roni                            | 1 min         | X   |              |                     |             |                 |
| 2                         | Approve minutes of 00/00/2019               | N/A                             | 0 min         |   |              |                     |             |                 |
| 3                         | Review agenda                               | Roni                            | 1 min         | X   |              |                     |             |                 |
| <b>Guest Presentation</b> |   |                                 | <b>0 min</b>  |   |              |                     |             |                 |
| 4                         |   |                                 |               |   |              |                     |             |                 |
| <b>Old Business</b>       |   |                                 | <b>0 min</b>  |   |              |                     |             |                 |
| 5                         |   |                                 |               |   |              |                     |             |                 |
| <b>New Business</b>       |   |                                 | <b>35 min</b> |   |              |                     |             |                 |
| 6                         | Get names and email addresses               | All                             | 5 min         | Nwugwoi@victorschools.org   |              |                     |             |                 |
| 7                         | Establish future meeting dates and Location | All                             | 10 min        | Location: Primary School<br>Time: 3:30-4:45pm<br>Dates:<br>Wed., Oct. 16, 2019<br>Wed., Nov. 13, 2019<br>Thurs., Dec. 12, 2019<br>Thurs., Jan. 16, 2020<br>Wed., Feb. 12, 2020<br>Wed., March 4, 2020 |              |                     |             |                 |

|                |  |              |               |  |   |
|----------------|--|--------------|---------------|--|---|
|                |  |              |               | Thurs., April 16, 2020<br>Thurs., May 14, 2020<br>Thurs., June 11, 2020  |   |
| 8              | Develop meeting norms, working agreements and visitor protocol | All          | 15 min        | Assign Roles<br>Start and stop on time<br>Develop and follow agendas<br>Distribute minutes and agendas<br>Notify a member if you are going to be absent<br>Decision making is by consensus<br><br>Working Agreements (Discuss Sample at next meeting)<br>Visitor Protocol (Discuss Sample at next meeting) |   |
| 9              | Goal discussion  | Roni         | 5 min         | Create timeline to map 2019-20 Goals<br>Review Code of Conduct   |   |
| <b>Closing</b> |  |              | <b>10 min</b> |  |   |
| 10             | Review assigned tasks  | Minute Taker | 2 min         | Facilitator: Laura Dash<br>Timekeeper: Leah Kedley<br>Organizer: Dave Thering<br>Refreshments: Cindy Riley<br>Minutes: Mary Banaszak   |   |
| 11             | Set agenda and roles for next mtg.                             | Facilitator  | 2 min         | 1. Finalize Norms, Working Agreements, Visitor Protocol<br>2. Training Feedback<br>3. Discuss Annual Timeline<br>4. Goal Discussion  | X |
| 12             | Parking Lot Attendant  | Facilitator  | 2 min         | 1. Review School Tool Discussion and progress<br>2. Add ESSA conversation to a Fall agenda   |   |
| 13             | Roundtable   | All          | 4 min         | Roni to email the council with the final meeting minutes from 2018-19  |   |

**Future Meeting Dates:**

Oct. 16, Nov. 13, Dec. 12, Jan. 16, Feb. 12, March 4, April 16, May 14, June 11, 2020

**Location:** Primary School    **Time:** 3:30-4:45pm