



**Victor Central School District
District Council
MINUTES**

**October 28, 2020
Board of Education Room
3:45-5:00**

Roles:
Facilitator: Roni Puglisi Time Keeper: Dave Thering Organizer: Cindy Riley Minutes: Chuck Loray Refreshments: Roni Puglisi

Members:	
Gisela Armbruster	Sophia Marro
Shawn Baldwin	Roni Puglisi
Lauri Boon	Cindy Riley
Naomi Foley	Colleen Saar
Chloe Haller	Kristina Sykes
Sharon Hodownes	Dave Thering
Tara Hopson	Stacy Thibodeau
Chuck Loray	

#	Topic/Subject	Person Responsible (if not all)	Time Allotted	Purpose/ Proposed Action				
				For Info	Work Session	Make Recommendation	Assign Task	Make a Decision
Opening			2 min.					
1	Welcome Introductions from the members	Roni	1 min	Introductions from the members Names and roles				
2	Approve minutes of 00/00/2019	N/A	0 min					
3	Review Agenda	Roni	1 min	Review agenda				

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				Shared Decision Training/Tutorial				
				Kudos to Caitlin Mack-Elliot and Jim Mauro for developing the virtual training				
Guest Presentation				0 min				
4								
Old Business				0 min				
5								
New Business				60 min				
6	Shared Decision Making Training	Roni	25 min	<ul style="list-style-type: none"> ➤ Previewed Steps for Training <ul style="list-style-type: none"> • Video Tutorials • Roles and Responsibilities • Monitoring Task Force - - - Dispute Resolution • Members will provide feedback for SDM training. Will be sent out via linked survey ➤ Shared Decision-Making Video Tutorial <ul style="list-style-type: none"> • Explained purpose of SDM and interconnectedness with other councils (Building Councils, Monitoring Task Force, Dispute Resolution) • Emphasized the importance of norms and agendas • Reviewed building councils' and other councils' work from the previous year ➤ Monitoring Task Force - - - Dispute Resolution Video Tutorial <ul style="list-style-type: none"> • Purpose - identified as an area needing further clarification • Flow-chart that outlines steps to resolve an issue • Each SDM body must select 2 dispute delegates to advocate on behalf of concerned person ➤ Members discussed purpose of Dispute Resolution 				

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				<ul style="list-style-type: none"> • A goal will be to create a coherent process for Dispute Resolution that clearly defines roles and responsibilities of District Council • No true system/process now • Roni asked if anyone had questions <p>PDFs of the make-up of every council shared by Roni</p>
7	Check Names and Email Addresses	All	5 min	<ul style="list-style-type: none"> ✓ Names and emails are correct ➤ Defined Organizer Role <ul style="list-style-type: none"> • Collect handouts for absent members, place in their folder for next meeting
8	Establish Future Meeting Dates and Location	All	10 min	<ul style="list-style-type: none"> ➤ Determined Monthly Meetings, Days and Times <ul style="list-style-type: none"> • Must meet four times per year • Members decided to put more than 4 meeting dates on calendar and drop if needed ➤ Members discussed the following: <ul style="list-style-type: none"> • If Wednesday is a workable day for members • Child care needs – discussed possibility of bringing kids and having a place for them to be during the meeting • Members hesitant to allow additional people in due to COVID <ul style="list-style-type: none"> ○ Members agreed to use Zoom as an option for members that could not make it in person ○ Zoom link will be included on agenda ➤ Future Meetings <ul style="list-style-type: none"> ✓ All are Wednesdays, 3:45-5:00 in ECS BOE Room <ul style="list-style-type: none"> ○ Rationale – avoid busses from ECS and have enough space to socially distance ✓ November 18 ✓ December 16 ✓ January 20 ✓ February 24 ✓ March 24 <ul style="list-style-type: none"> ○ Generally, there is not a meeting in March

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				<ul style="list-style-type: none"> ○ Members agreed to put March date on calendar due to unpredictability of COVID ○ Will cancel if all goes to plan ✓ April 28 <ul style="list-style-type: none"> ○ Made it a point to avoid state testing ✓ May 19 ✓ June 9
9	Develop Meeting Norms, Working Agreements and Visitor Protocol	All	10 min	<ul style="list-style-type: none"> ➤ Samples of Group Norms, Working Agreements, and Visitor Protocol provided from Roni for discussion ➤ Norms: <ul style="list-style-type: none"> • Members discussed need for change vs. keeping the norms as written • Roni led a discussion with explanations regarding each of the six presented norms • Members decided to keep the provided norms • Members agreed to skip refreshments for the time being ✓ Maureen Goodberlet posts minutes following approval by members ➤ Working Agreements: <ul style="list-style-type: none"> • Roni briefly discussed difference between Norms and Working Agreements, citing that Working Agreements are about individual behaviors • Members discussed need to change provided Working Agreements • Consensus was reached to use the provided Working Agreements ➤ Visitor Protocol: <ul style="list-style-type: none"> • Discussion around Visitor Protocol focused much on COVID-19 concerns • Members agreed: <ul style="list-style-type: none"> ○ Health screenings must be filled out by any guests ○ Must have extras on hand in BOE room ○ Visitors can be allowed to attend via zoom but members will make that determination on a case by case basis

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				<ul style="list-style-type: none"> ○ The council discussed the possibility of only allowing council members to be present while confidential or sensitive information is shared and adding this to the Visitor Protocol. ● Members agreed that the remaining items on the provided Visitor Protocol would remain ➤ Discussion of “Organizer” Role <ul style="list-style-type: none"> ● Take note of those members who are not present ● Collect handouts and put in folder(s) ● Cindy volunteered to be Organizer for this meeting
10	Introduce Timeline	Roni	5 min	<ul style="list-style-type: none"> ➤ Discussion and Explanation on Timeline and Goals provided by Roni ➤ Timeline and Goals: <ul style="list-style-type: none"> ● It was necessary to combine September and October due to inability to meet at start of year ● Roni explained how to read the timeline ● Read through and discussed draft goals ● Roni explained that some goals are same year after year <ul style="list-style-type: none"> ○ “Things we have to do” – i.e. – Review Code of Conduct, Develop Shared Decision Making training each Fall ○
11	Goal Discussion	Roni	5 min	<ul style="list-style-type: none"> ➤ New Goal for 2020-2021: <ul style="list-style-type: none"> ● Roni’s proposed goal: Create a Plan for District Council’s Role in the Dispute Resolution Process ● Members reached consensus on making the goal official ➤ Discussion Regarding Timeline and Dispute Resolution Goal: <ul style="list-style-type: none"> ● Roni asked for initial thoughts on draft timeline and goals, and feedback from members ● Concern was raised over an apparent lack of District Goals and Building Goals <ul style="list-style-type: none"> ○ Roni said she would look into this for the council ● There was a question about researching best practices regarding start and end times for the JH and HS

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				✓ Members agreed to revisit goals at the next meeting, as time neared 5:00
Closing			10 min	
12	Review assigned tasks	Minute Taker	2 min	<ul style="list-style-type: none"> ➤ Members agreed on the following roles for next meeting: ✓ Facilitator: Roni ✓ Timekeeper: Dave ✓ Organizer: Sharon ✓ Refreshments: (skip) ✓ Minutes: Chuck
13	Set agenda and roles for next mtg.	Facilitator	2 min	<ul style="list-style-type: none"> ➤ Members agreed on the following agenda items: 1. Share decision-making training feedback 2. Finalize goals 3. Finalize timeline 4. Roni share Code of Conduct timeline 5. Invite building councils to share goals with District Council
12	Parking Lot Attendant	Facilitator	2 min	
13	Roundtable	All	4 min	<ul style="list-style-type: none"> • Voiced the need to include a CSEA (Civil Service Employees Association) member in District Council - CSEA Members – Classroom Aides, Food Service, Transportation, Building and Grounds.... • Important to include this valuable perspective • Members were in agreement • Chuck, Dave, and Staci agreed to ask in their building to gauge interest

Future Meeting Dates:

Nov. 18	Dec. 16	Jan. 20	Feb. 24	Mar. 24	Apr. 28	May 19	June 9
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Location: ECS BOE Room **Time:** 3:45-5:00

Parking Lot:

What program did Caitlin use to make the tutorial video?