



**Victor Central School District  
District Council  
MINUTES**

**November 17, 2021  
VPS Auditorium**

**Shared Decision Making Training 3:30-4:45**

<b>Roles:</b>			
Facilitator:	Roni Puglisi	Minutes:	Staci Thibodeau
Time Keeper:	Dawn Pierson	Organizer:	Darcy Ross

<b>Members:</b>	
Gisela Armbruster – Teacher	Sarah Mack – Parent
Shawn Baldwin – Parent	Dawn Pierson – Parent
Victoria Hudson – Parent	Roni Puglisi – Administrator
Heather Boyle – Teacher	Darcy Ross – Teacher
Tiffany Doan – Student	Kristina Sykes – Teacher
Linda Izzo – Teacher	Staci Thibodeau – Administrator
Carrie Goodell – Administrator	Mindy Wade – Teacher
Andrew Kovalesski – Student	

#	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/ Introductions	Roni	1 min	Roni welcomed new member Victoria Hudson				
2	Approve minutes of 10/13/2021	N/A	3 min	Motion to approve made by L Izzo, seconded by D Ross				
3	Review agenda	Roni	1 min	x				
<b>Guest Presentation</b>			<b>0 min</b>					

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4									
<b>Old Business</b>				<b>0 min</b>	<ul style="list-style-type: none"> <li>• Roni provided an overview of the Staff Expression policy feedback generated at October District Council meeting; Curriculum Council also provided feedback. This information was aggregated and shared with Dr. Terranova and Mrs. DiAngelo</li> <li>• Roni shared that Dr. Terranova would review information one final time and then share final recommendations with the Board of Education who would then adopt the final policy</li> </ul>				
5									
<b>New Business</b>				<b>60 min</b>					
6	Review Shared Decision Making Training Feedback	Heather	20 min	<ul style="list-style-type: none"> <li>• Heather Boyle facilitated a review of the Shared Decision Making training               <ul style="list-style-type: none"> <li>- Suggestion to make question regarding which SDM team you belong to and allow for multiple responses</li> <li>- Consider alternate format for Council highlights (e.g., highlights scrolling on screen as people come in; hard copy of highlights on tables for people to review)</li> </ul> </li> <li>• Additional observations/recommendations               <ul style="list-style-type: none"> <li>- Roni shared that there have been multiple attempts to increase response rate (e.g., survey completed immediately, survey completed later)</li> <li>- Consistent components of training have been: review of SDM organization chart, Council highlights, Skill Building Activities (teach piece shifts year to year based upon identified need), Council work time; Superintendent Input and Connection new addition this year</li> <li>- District Council recommends that Dr. Terranova be invited to participate each year</li> <li>- To increase response rate, consider incentivizing the Council with the highest number of respondents (e.g., offer refreshments to the group with the highest number of responses – at their first meeting)</li> </ul> </li> </ul>					
7	Discuss/Finalize Goals	All	20 min	<ul style="list-style-type: none"> <li>• Review Building Council Goals at beginning and end of the school year (standing District Council goal)</li> <li>• Develop the shared decision making training for the Fall of 2021 (Standing District Council goal)               <ul style="list-style-type: none"> <li>- Seek feedback from Councils after Shared Decision Making (SDM) training</li> <li>- Get feedback from each Council at the end of the year addressing training needs</li> <li>- Incorporate feedback from Councils into the training modules for 2022</li> </ul> </li> </ul>					

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				<ul style="list-style-type: none"> <li>• Review the Code of Conduct using the developed timeline and process. Use New York State School Boards Association recommendations as a guide. (Standing District Council Goal)</li> <li>• Receive updates on the following topics: <ul style="list-style-type: none"> <li>- Capital Improvement Projects, Instructional Updates from Kristin Williamson and Karen Finter, Strategic planning process, Current state of Social and Emotional Learning in the district</li> </ul> </li> <li>• Consider the rationale, possibility, and implications of bringing the SDM Councils together at a different time of the year and make a recommendation. For example: <ul style="list-style-type: none"> <li>○ Have all SDM Council members in place by mid-June</li> <li>○ Consider recruitment of all stakeholder groups (teachers, parents, CSEA, administrators)</li> <li>○ Engage in SDM training in late August</li> <li>○ Hold first full SDM council meeting in September</li> </ul> </li> <li>• District Council agreed to the aforementioned goals</li> </ul>
8	Finalize Annual Timeline	All	10 min	<ul style="list-style-type: none"> <li>• Refer to timeline document</li> </ul>
9	Share Code of Conduct Review Timeline	Roni	5 min	<ul style="list-style-type: none"> <li>• Code of Conduct timeline was reviewed <ul style="list-style-type: none"> <li>- To prepare for Code of Conduct review, Council members will need to read and review Code of Conduct prior to designated meetings</li> </ul> </li> </ul>
10	Process to Share Council Goals	All	5 min	<ul style="list-style-type: none"> <li>• The following people will collect Building Council goals from each building: <ol style="list-style-type: none"> <li>1. ECS: Linda</li> <li>2. Primary: Heather</li> <li>3. Intermediate: Staci</li> <li>4. Junior High: Darcy</li> <li>5. Senior High: Mindy Wade</li> </ol> </li> </ul>
<b>Closing</b>			<b>10 min</b>	
11	Review assigned tasks	Minute Taker	2 min	<ul style="list-style-type: none"> <li>• Share Building Council Goals</li> <li>• Review Code of Conduct</li> <li>• Begin discussion/planning around Goal 5</li> </ul>
12	Set agenda and roles for next mtg.	Facilitator	2 min	<ul style="list-style-type: none"> <li>• Facilitator - Roni Puglisi</li> <li>• Timekeeper - Darcy Ross</li> <li>• Minutes - Carrie Goodell</li> <li>• Organizer - Linda Izzo</li> </ul>
13	Parking Lot Attendant	Facilitator	2 min	
14	Roundtable	All	4 min	

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**Future Meeting Dates:**

12/15/21	1/19/22	2/16/22	3/16/22	4/20/22	5/25/22	6/15/22
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**Location:** VPS Auditorium **Time:** 3:30-4:45