## Victor Central School District Committee Meeting

Meeting Minutes October 24, 2018

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

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

			Role	'S:						
	Facilitator: Roni Puglisi			Minute Taker: Amy Shannon						
	Time Keeper: Leah Kedlsey			Refreshments: Mary Banaszak						
	Organizer: Laura				Purpose/ Proposed Action					
	Dash									
#	Topic/Subject	Person Responsible (if not all)	Time Allotted	For Info	Work Session	Make Recommen- dation	Assign Task	Make a Decision		
Ορε	ning					Gation				
1	Welcome/Call to Order     Minutes approved.									
2	Approve minutes of									
_	prior mtg dated:									
	9/17/18									
3	Review Agenda									
Gue	est(s) (if any)	I								
4	None									
	Business-For Discussion									
5	Develop meeting norms, working agreements and visitor protocol	<ul> <li>Group Norms: <ul> <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> </li> <li>Working Agreements: <ul> <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> </li> </ul>								

		Maintain confidentiality.	
		<ul> <li>Visitor Protocol:</li> <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>	
		All protocols approved by council.	
-	/ Business		
6	Shared Decision Making Training Feedback/Recommen dation	<ul> <li>Roni shared survey results.</li> <li>Roni explained District Council's role in shared decision making training.</li> <li>DC Discussion: <ul> <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>	
		<ol> <li>DC Decision:         <ol> <li>Keep survey/feedback loop.</li> <li>District Council members will make personal contact with building.</li> <li>Reminder at end of meeting about survey.</li> <li>Provide people directions on how to use google survey.</li> <li>Cindy will mention at the pre-meeting for parents.</li> </ol> </li> </ol>	
7	DRAFT District Council Timeline	Roni reviews timeline working document	
8	18-19 Goal Discussion	<ol> <li>Review building goals at the beginning and the end of the year.</li> <li>Develop the shared decision making training for the fall of 2019. –seek feedback from councils after Shared Decision Making</li> </ol>	

Closi	ing	<ul> <li>training <ul> <li>Get feedback from each Council at the end of the year</li> <li>addressing training needs.</li> <li>Incorporate feedback from Councils into the training modules.</li> </ul> </li> <li>Review the Code of Conduct using the developed timeline and process. Use NYSSBA recommendations as a guide.</li> <li>Review updates on the following topics: <ul> <li>Capital Improvement Project (Chris Marshall)</li> <li>NavigatePro/Digital Phone Service/New website (goals) (Dave Henderson)</li> </ul> </li> </ul>
9	Review Assigned Tasks	Assigned Tasks before and for next meeting:
10 11 12	(Action Items) Set agenda and roles for next mtg. Parking Lot attendant Roundtable	<ol> <li>Old Business-Bring summary sheets/feedback and recommendations</li> <li>Finalize DC goals</li> <li>Finalize Timeline</li> <li>Share Code of Conduct timeline</li> </ol>
		Agenda for next meeting: Person(s) Responsible <b>Roles:</b> Facilitator: Caitlin Mack-Elliott Minute Taker: Amy Shannon Time Keeper: Laura Dash Snacks: Amanda Tripp Organizer: Cindy Riley

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