**CMS SCHOOL GOVERNANCE COUNCIL MEETING MINUTES**

February 27, 2014

Submitted by: Michele Scott

Present: D. Belcher, L. Graziano, M. Lappas, C. Ostrover, M. Pinto-Leite, A. Savage, M. Scott, D. Tate,

 T. Therrien, R. Schultz

Agenda:

1. Reviewed /approved minutes of last meeting. Change: R. Schultz needs to be added to attendees.
2. Shared out potential community members. Suggestions included : Matt Quiones, Anna Hallet, Subha Sundaram, and Ellen Bosselar. Dave will send a letter with more information and a link on governance councils and responsibilities of its members to prospective community members. In the event more than 2 of the suggested people are interested the current CMS Governance Council members will vote and elect the 2 community members based on a short bio that they submit. In addition, we agreed to ask the PTO to send an email blast to ask for other potential community members.
3. Worked to establish the bylaws. Dave Tate noted changes and language we proposed to adopt on the Outline of Sample bylaws.
4. We voted unanimously to rotate the duties of secretary and facilitator and not to appoint a chairperson. The secretary will submit the minutes within one week from the meeting, post the agenda for, and serve as facilitator at the next meeting. The minutes and future agenda will be posted on the school website.
5. Lori Graziano and Tess Circelli will serve as our liaison and attend a sub-committee meeting of Westhill’s Governance Council, per their request, to address transition to high school. Meeting will take place Tuesday March 4 at Westhill High School at 6pm.
6. Future CMS Governance Council meetings will be held the third Wednesday of the month at 6 pm in the Cloonan Media Center. Next meeting Wednesday March 19, 2014, 6 pm

Action Steps:

Corrections to January minutes (Dave Tate)

Correct and email bylaw revisions for members review. (Dave Tate)

Request that the PTO send an email blast for suggestions of potential community members and to make Cloonan families aware that the Governance council is meeting and information can be found on the Cloonan website. (Marjorie Pinto-Leite)

Speak to the Cloonan faculty at the next faculty meeting for potential community members.(Candy Ostrover)

Distribute meeting Minutes and next meeting agenda (Michele Scott)