**CMS SCHOOL GOVERNANCE COUNCIL MEETING MINUTES**

January 16, 2014

Present: D. Belcher, T. Circelli, L. Graziano, M. Lappas, L. Mody, C. Ostrover, M. Pinto-Leite, L. Pomerance, A. Savage, R. Scamarone, M. Scott, D. Tate, T. Therrien

Agenda:

1. Overview and Initial Focus.

SCHOOL GOVERNANCE COORDINATING MEETING

1. Committee Norms were adopted.
   1. 1 One conversation at a time
   2. 2 Start and finish on time
   3. 3 Everyone contributes. Pass rule?
   4. 4 No sidebars
   5. 5 Stay on topic
   6. 6 Establish clear, measurable goals
   7. 7 Respect self and others
   8. 8 Confidentiality
   9. 9 Consensus rule for decision making
   10. Take turns setting agenda, roles
2. Academic and Operational Goal for the 2013-14 School Year: HELPING FAMILIES UNDERSTAND THE ACADEMIC SKILLS NECESSARY TO SUCCESS AND HOW THOSE SKILLS WILL BE ASSESSED.
3. Strategies to support the Focus goal: Include links to Smarter Balanced Assessment Consortium test? PTO meeting that gives an overview of the Common Core State Standards and assessment? Can we develop a Cloonan skills guide?
4. Action Steps for the next meeting:
5. Try to bring at least one name of a potential community member after speaking with that person to confirm their interest. Share links to state descriptions of SGC, letter describing SGC,

- Everyone

1. Email sample by-laws - Dave <http://www.cabe.org/uploaded/Education/Sample_Bylaws.pdf>
2. Read sample by-laws and come with suggestions prepared to adopt for next meeting. - Everyone.
3. Be prepared to discuss and form subcommittees to make the work manageable. - Everyone.
4. Establish glossary sheets to facilitate understanding of educational jargon (e.g. SRBI, SBAC, SLO, IAGDs, SIP) - Dave
5. Post minutes on the webpage. - Dave.
6. At next meeting elect or develop consensus on who will be facilitator or co-Facilitators. (Facilitator role: Get minutes out, establish agenda, make sure everyone participates.) - Everyone
7. Bring forward names at the next meeting (if you have already approached that person to find out if he/she is interested). (Community members must be elected. Outreach done by SGC members.) - Everyone