**TEAM: NEASC steering**

**PRESENT: Alex Luhtjarv, Jessamyn Irwin, Michelle Prentiss, Linda Saari, Noah Denslow, John Bramley, Heidi Welch, Sara Paquette, Michael, Jen Crawford, Jim O’Rouke**

**MEMBER TAKING MINUTES: Lyn Paolino**

**DATE: 12/10/13**

**START TIME: 2:30**

**END TIME: 3:10**

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| **Item** | **Discussion** | **Conclusion** | **Actions Items/Member Responsible** |
| 1. Form issues | Alex-  Drop box issues  Printed request list. Check and make sure it is accurate.  Make sure forms are very specific to get better returns on evidence. If there is a specific teacher/team you know that does this- send it to them specifically.  “All teachers” requests are been held back to keep the faculty from being overwhelmed.  Group- questions & concerns  - Including the indicator may help with clarity in the response that is returned.  -The “all teacher” response may slow the response.  -Specific teacher requests shows that you recognize work of the individual.  - Consider the amount of course preps when requesting. | Check list & let Alex know if it is here | all |
| 1. Ned Day | 12/11 Meetings-In in library  715-745 on own  745-845 all faculty meeting  5 min break  850-950 steering committee  955-10 Alex, Sara, Jim and Jen  2:30 Regular meeting divided  Discussion of Core Values, Beliefs and Learning Expectations committee. |  |  |
| 1. Discussion Protocol | Share options about content, no word smithing. Vote is on the 18th first 5 min of department meeting.  Review protocol & meeting norms before faculty meeting. Notes will be taken at meeting and passed to committee.  Consistency is important- Alex and Sara will lead discussion. Committee can tweak and rewrite. Someone other than the writer to tweak and rewrite is preferable as a fresh perspective will be helpful. |  |  |
| 1. Endicott | Board received information  All data is on the website  Data is broken out for each of the groups  This survey is an additional piece of the evidence and should be included in the report. If anyone needs help reading the data and its use see Alex. | Alex can help with data use and understanding |  |
| 1. Committee Progress | John is writing. Jaclyn is his proof reader.  Check in with committees in regards to parent involvement  Clarice and Jocelyn are working on school and community report.  Need a glossary of terms for HDHS.  Principal introductory letter.  Artwork and wordle for visuals |  |  |
| 1. Other | No cookies. |  |  |