**TEAM: NEASC Steering Committee**

**PRESENT: Jennifer Crawford, Jim O’Rourke, Michael Boucher, John Bramley, Linda Saari, Noah Denslow, Jessamyn Irwin, Alex Luhtjarv, Sara Paquette**

**MEMBER TAKING MINUTES: Noah Denslow**

**DATE: 10/15/2012**

**START TIME: 2:30**

**END TIME: God knows.**

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| **Item** | **Discussion** | **Conclusion** | **Actions Items/Member Responsible** |
| 1. Proposed roles | Is everyone comfortable with their proposed roles? | It seems workable. |  |
| 1. What are the responsibilities of the co-chair | Keep things on task and on schedule.  Planning aspects for the actual visit. |  |  |
| 1. What is the purpose of today’s meeting? | Determine roles.  Get input and collected wisdom from people who have been on visits.  Is there a timeline in place? | This group develops the timeline. Tentatively scheduled to meet once per month. Current visit is scheduled for spring of 2015.  Initial report is due January 2nd 2013. Schoolwide rubric and assessment need to be in better order before then. (specific documentation for use of formative assessments)  They want to see our core values and assessments by then.  There may be more information on the website.  Our self-study starts over. It is a blank slate.  Whole school needs to be involved in the process. | All: Look at your strand and see if you have any documentation from the last visit to drive our actions for this visit; target our weaknesses. |
| 1. How do we want to set up the committees? | Can we have faculty express their top two choices and then administration could place them where they could be serve.  We would need some sort of presentation to the faculty to detail what each committee would be working on.  Last time, we had students and community members but they could almost never make meetings. If we have community members on committees, we need to make sure that they are actually heard. Skype is an option. We cannot force contracted professionals to do evening meetings.  Student voice has been told that they need to be involved.  Parents are represented already in the parent forum.  By the end of self-study last time, most committees dumped the work on one or two  people.  Are we going to hire someone to do the report editing?  Would the union have an issue with Committee chairing count as one prep?  We need to support each other in facilitating. | Jim has inquired as the financial burdens of this process. He’s finding out how much money we will need to set side?  Most likely, they would.  This should be part of our monthly conversation. | We will put out NEASC descriptors and ask people to express their top three preferences. |
| 1. The Gathering | How much time do we need to present the strands?  Can we use half a department meeting to do this? The 24th?  Should Sara create a brief PowerPoint to explain the strands and what is coming. Send it out ahead of time. Please can do it as an exit ticket at the meeting.  First ten minutes of regulary scheduled department meeting. (Heidi and Michael won’t be there.)  Can we take time from the PLC meeting on the 31st? | First ten minutes of meeting on the 31st. Sara will present a powerpoint. 20 minutes. She will send it out ahead of time.  People will pick their top three as an exit ticket. |  |
| 1. Next meeting ? |  |  | 19th. |
| 1. Golden Rod paper? |  |  | Hell no. |
| 1. Learning from visits? | No one from school there to greet at hotel. This pisses people off. Have a tech person present.  Bow Hampton Inn? They need conference and work space. There is no food there. School can bring in food. They need the workroom for the full four days. We need to provide a workroom at the school. Maybe a room in the modular.  School board needs to be educated. They need to be understand our core values and beliefs and our 21st century learning expectations. The school board will change in March.  Glossary of times used at that high school. Seemed like a nice touch.  We need staff at the meeting on the 31st. Para’s will be there. Service providers should be informed too.  Superintendent needs to be available. Probably won’t be a problem. |  | Be good hosts. |
| 1. Curriculum PLC is working on the 21st century learning expectations. | The documents suggest that we divvy them up. |  |  |
| 1. We will be revising our mission statement? | Our Culture PLC can look at the mission statement.  Documentation suggests that all members of the learning community need to be involved in establishing core values. |  |  |
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