**TEAM: NEASC Steering Committee**

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

**MEMBER TAKING MINUTES: Michael Boucher**

**DATE: 11/19/2012**

**START TIME: 2:30**

**END TIME:**

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| **Item** | **Discussion** | **Conclusion** | **Actions Items/Member Responsible** |
| 1. Changing Roles | Sara:   * notified the steering committee that Noah Denslow will work to suppor (take on ) Heidi with the Core Values etc * Michelle P will lead the Assessment Standard group |  | * Noah moves to CVBLE * Michelle has taken over responsibilities for Assessment |
| 1. Prep Work | Alex:   * Three year plan has been mapped out * Website has been created * Much of the CVBLE work needs to be accomplished this year. |  |  |
| 1. Groups/ Representation | Sara/Alex   * mapped out staff first choices for committee work   Bram:   * Perhaps moving staff based on the number of indicators   Group worked to assign committees to staff | * Groups were determined | Notification will be sent out to staff |
| 1. School and Community Report | Alex:   * Wendy and Clarice have agreed to write this report. |  |  |
| 1. Community Members to invite | * One community member has already volunteered. * Names were brainstormed |  | Alex and Sara will poll the staff and draft a parent letter |
| 1. Endicott Survey | * Need to do the survey within the same year of the self-study   Sara-   * Modify a survey to use for this year? | No initial survey at this time |  |
| 1. December Meeting | Committees will meet on December 12   1. Assign Roles 2. Review Standard and indicators   **Concerns of initial reading of standards**   * Chairs discussed their initial reads of their standards and concerns they may have seen. |  | Chairs will meet with their committees and work on assigning roles and reviewing standard/ indicators |