**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 121. 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 |