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MINUTES

TOWN OF NORTON

Board / Committee: NORTON HIGH SCHOOL SITE COUNCIL

Meeting Date: Thursday, October 17, 2019

Time: 2:25pm

Meeting Location: Norton High School Administrative Conference Room

Members & Staff Present: Ethan Dolleman, Lauren Bukowski, Jill Berkovitch-Blake, Amy Benner, Eric Grasso, Vincent Cerce, Cooper Smith.

Topic	Purpose	Guiding Questions and Background	Action Steps/Notes/Follow-up/	Facilitator/ Time
Call to Order	Deciding	Read and approve the minutes from September 18, 2019.	Call to Order: 2:25 Minutes Approved: Unanimous	Mr. Dolleman
Update on New Members	Deciding	Are there any individuals interested in joining Site Council?	Community: A request was made on social media. Parents: A request was made at Parent Board. Teachers: Eric Grasso Students: Cooper Smith is working to recruit additional students. We hope to have better representation from the student demographic.	Mr. Dolleman 2:20
Council Norms	Deciding	How do we function as a team to solve problems/plan effective building leadership? - I leave meetings satisfied when... - I leave meetings frustrated when... - As a meeting facilitator, something I find challenging is...	Develop Group Norms: <ul style="list-style-type: none">• Agendas by early Friday• Purpose/goal-driven with action steps• Open meetings <u>Norms Development Process</u>	Mr. Dolleman 2:25

Site Council Statute, School Improvement Plan	Recommend	<ul style="list-style-type: none"> - What is a <u>School Improvement Plan</u>? - Examine the <u>School Improvement Plan (DRAFT)</u>, what is missing, what may need more development? 	<ul style="list-style-type: none"> • Last SIP was 2015-2018 • Proposal for one-year plan • Derives from District Improvement Plan • Draft reviewed <ul style="list-style-type: none"> ◦ Continue & refine communication ◦ Ensure/explore student access to offerings at the school (e.g. vocational programming) ◦ Committee endorses the draft. 	Mr. Dollema n 2:40
Program of Studies Review	Recommend	<ul style="list-style-type: none"> - What is the <u>timeline of the Program</u> of Studies? - What questions do we need to ask about <u>existing courses</u>? - What information is critical for <u>proposing</u> new courses? 	<ul style="list-style-type: none"> • Draft of POS timeline reviewed. • Questions to ask: <ul style="list-style-type: none"> ◦ When is the last time the course ran? ◦ How many students were enrolled? ◦ What is the current interest level? ◦ Do we have teaching staff who are qualified to teach it? ◦ How does it relate to learning goals? ◦ Are the course descriptions accurate? ◦ Should we offer options that can serve as student interventions? Are we meeting the needs of all students with the POS? • Review of new course proposal process <ul style="list-style-type: none"> ◦ Questions directed to teachers proposing course to gauge impact on pathways, staff allocations, student interest/need, etc. • These items will also be addressed at the next Academic Coordinator meeting. • Possibilities explored for publicizing new courses (video promos?) 	Mr. Dollema n 2:55 minutes
Next Meeting Agenda	Deciding	What should be addressed first at the next Site Council Meeting?	<ul style="list-style-type: none"> • Student Handbook Review Process • Follow up on continued enrollment efforts 	Mr. Dollema n 3:10

Minutes approved by the Board or Committee on: 11/20/2019

Chairman Signature: 