### 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.

<table>
<thead>
<tr>
<th>Topic</th>
<th>Purpose</th>
<th>Guiding Questions and Background</th>
<th>Action Steps/Notes/Follow-up/Time</th>
<th>Facilitator/Time</th>
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</thead>
<tbody>
<tr>
<td>Call to Order</td>
<td>Deciding</td>
<td>Read and approve the minutes from September 18, 2019.</td>
<td>Call to Order: 2:25 Minutes Approved: Unanimous</td>
<td>Mr. Dolleman</td>
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<tr>
<td>Update on New Members</td>
<td>Deciding</td>
<td>Are there any individuals interested in joining Site Council?</td>
<td>Community: A request was made on social media.</td>
<td>Mr. Dolleman 2:20</td>
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<td>Parents: A request was made at Parent Board.</td>
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<td>Teachers: Eric Grasso</td>
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<td>Students: Cooper Smith is working to recruit additional students. We hope to have better representation from the student demographic.</td>
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| 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:  
- Agendas by early Friday  
- Purpose/goal-driven with action steps  
- Open meetings  

Norms Development Process | Mr. Dolleman 2:25 |
| Site Council Statute, School Improvement Plan | Recommend | - What is a **School Improvement Plan**?  
- Examine the **School Improvement Plan (DRAFT)**, what is missing, what may need more development? | - Last SIP was 2015-2018  
- Proposal for one-year plan  
- Derives from District Improvement Plan  
- Draft reviewed  
  - Continue & refine communication  
  - Ensure/explore student access to offerings at the school (e.g. vocational programming)  
  - Committee endorses the draft. |
|-----------------|-------------|---------------------------------|-------------------------------------------------|
| Program of Studies Review | Recommend | - What is the **timeline of the Program of Studies**?  
- What questions do we need to ask about **existing courses**?  
- What information is critical for proposing new courses? | - Draft of POS timeline reviewed.  
- Questions to ask:  
  - 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  
  - 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?) |
| Next Meeting Agenda | Deciding | What should be addressed first at the next Site Council Meeting? | - Student Handbook Review Process  
- Follow up on continued enrollment efforts |

Mr. Dollema  
2:40

Mr. Dollema  
2:55 minutes

Mr. Dollema  
3:10
Minutes approved by the Board or Committee on: 11/20/2019

Chairman Signature: 