

## Minutes Form

**Meeting Title:** School Planning Team

**Date:** 5/4/17

**Members:** Robin D'Amato, Jeanne Kasprowicz, Chris Rudroff, Renee Smith, Maureen Zarcone, Debbie Shaffer, Robin Sesnie, Jessica Lyons, Mike Brown

**Roles:**

<b>Leader:</b>	Jessica Lyons	<b>Minutes Taker:</b>	Robin D' Amato
<b>Facilitator:</b>		<b>Time Keeper:</b>	M. Zarcone

**Information Shared:**

- Attendance during midterms - results to be emailed then will discuss at next meeting.
- Open House - Sept. 7, 2017
- ELA and Math Regents sit time - 2 hours (8:30-10:30)
- Science and SS - 1.5 hours (8:30-10:00)
- Mandatory drug and alcohol presentation for incoming freshmen parents - starting 17-18

**Issues Discussed (Decision Points Identified):**

- When ISS is closed Jessica will make an announcement that it is closed and to send students directly to the main office.
- Can guidance counselors cover ISS?
- Can subs get an email account for important messages?
- Ideas to facilitate a book study
  - Jessica and Mike would like to lead a book study next year (voluntary) to go along with Domain 4 and are seeking ideas to best facilitate it
  - Idea: read a few chapters and meet once a month at school or off site
- AP exam location - HS LMC is quietest for now

**Action Register:**

Task	Assigned to	<u>Report Date</u>

**Parking Lot / New Items:**

What	Who	Date	Done


**Next Meeting:**

**Date: June 8, 2017      Time: 2:40**

**Place: HS LMC**