

**Members present:**

Mary Alise Herrera, Dave Lucas, Tim Donnelly, Claire Twist, Michelle Dell Isola, Sally Hatch, and Sue Herook

**Agenda & Minutes:**

1) Approval of minutes from 10/26/11 meeting

Minutes reviewed and discussed – correction to unit name for Ms. Hatch’s third grade science unit to “Energy & Matter.” Tim Donnelly motioned to approve, Sue Herook gave a 2<sup>nd</sup> and the minutes were approved by voice vote (6.) Dave Lucas abstained.

2) \* Add-in item (11/30/11) due to question from Dave Lucas. Do we have a public comment period/discussion?

Mrs. Herrera distributed the Melrose Public Schools document, “School Site Council Questions and Answers”, as well as the pertinent sections of the Massachusetts General Laws (Part I, Title XII, Chapter 71, Section 59C and Part I, Title VII, Chapter 39, Section 23B and 23C (23A is only definitions.) There was a discussion about the working nature of the site council and the ability to get the tasks at hand done within the available time frame. Parties interested in bringing something to the attention of the Site Council are encouraged to speak with a parent rep, teacher rep, community rep, or directly with Mrs. Herrera.

3) Selection of parents expressing interest in participating in the Superintendent Search Committee

Mrs. Herrera provided overview documents of the website page created for the Superintendent Search. The Site Council reviewed the criteria/roles for the Search Committee, and steps that are being taken for the selection of parents to be part of the Search Committee. Winthrop Elementary School received one letter from a parent interested in being part of the process. At this point, Tim Donnelly recused himself and joined the visitors. The Site Council all reviewed a copy of Tim’s letter. There was discussion about what criteria would be used to whittle 16 parents down to 3 parents, but the criteria is unknown to this Council. Michelle Dell Isola and Dave Lucas both motioned to send Tim Donnelly’s name to the School Committee. Claire Twist seconded the motion. There was a vote and all members voted “yay.”

3:02 – sole audience member left

4) SIP for 11-12 with updated changes

The Site Council reviewed the updated format and changes to the 2011/2012 School Improvement Plan. The working group (Mary Alise Herrera, Tim Donnelly, and Michelle Dell Isola) had worked to make the document more manageable and identified four main areas of focus – Welcoming School Environment, Meeting the Needs of All Learners, Inquiry Based Teaching, and Technology. The Site Council went item by item through the document and agreed the changes were effective, and rendered a more usable document.

5) Initial discussion of possible focus areas for 2012-2013 SIP

There was no time available to begin this discussion and it was tabled for the next meeting.