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| Committee: | Family and Community Engagement |
| Date, Time, Location | Nov. 5, 2014 7:30 p.m Linden Dunkin Donuts |
| Members: (**bold** in attendance) | **Sara Boswell,** John Froio**, Susan Goldstein Fghani, Rachana Gray,** Leonard Young |
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………………………………………………………………………………………………………Topic: Minutes of Governing Board Meetings  
Discussion:  
The subcommittee members discussed what the breadth and depth of the minutes of the Governing Board meetings should be. Subcommittee members present at the meeting agreed the minutes should be comprehensive enough to include the various points of view presented during discussions rather than a short report that only includes the final decisions and action items. The more detailed minutes would provide more insight for those who are interested in what is happening at the meetings but aren’t able to attend, thus working towards our goal of having better communication between the Governing Board and the rest of the community.   
Action Item: The subcommittee will ask to have the content of Governing Board minutes be put on the agenda for the next meeting.

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Agenda Item: Getting Teachers to Join the Subcommittee  
Discussion:  
It wasn’t clear to the subcommittee members whether or not teachers have been asked to be on the Family and Community Engagement Subcommittee or the Operations Subcommittee during staff meetings. We feel this is now necessary since the plea for teachers from the Governing Board to join other committees at the last general meeting and through emails has remained unanswered. We are willing to be more flexible with our meeting times if this will encourage participation from teachers.  
Action Item: We will ask for an item to be added to the next Governing Board Agenda that requests that teachers be asked to join these committees during their next staff meeting. …………………………………………………………………………………………………………………………………………………….

Agenda Item: Meeting Time and Place

Discussion: If it is convenient for the two committee members who were not in attendance, we will have our subcommittee meetings on the second Monday of the month, 7:30 p.m. at the Linden Square Dunkin Donuts. We’re willing to be flexible about the time to encourage teacher participation. We’d also like to be able to have the meetings at the school if possible.

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Agenda Item: Governing Board Table at School and PTO Events

Discussion:

We decided to have a table at the PTO Craft Fair, PTO Mardi Gras Ball, Parent-Teacher Nights, Exhibition Night and the first day of school.

Action Item: We’ll have a table at the PTO’s Craft Fair on Dec. 6 and plan to have: bookmarks with stickers that have the Governing Board’s website; a laptop with the Governing Board website on it; handouts with the Governing Board’s Mission Statement, list of Board Members, and Governing Board email address; CORI forms; and a suggestion/comment box.

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Agenda Item: Survey

Discussion: Edits will be made so it’s clear that the Governing Board is conducting the survey. Rather than focusing on communication between teachers and parents/guardians, the questions are now about the Governing Board, general school communication and atmosphere and parent involvement. A short introductory paragraph about the Governing Board and reason for conducting the survey was also added.   
Action Item: We will ask to have the survey approved at the next Governing Board Meeting.

Topic: Governing Board Website

Tabs are being added for subcommittees so reports and other information can be posted there.

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