

Instructional Practices Committee

First Meeting

June 19, 2019 3:00 to 4:00 pm

Present: Rick Barnes, Bob Tompson, Holly Babcock, Yolanda Flamino, Crystal Paul, Claire Pare, Jenn Staub, Tiffany Testa, Tom Solon, Krista Wallen, Gina Bergskaug, Amanda Zeller Cooper (last name?--student rep)

Facilitator: Rick Barnes

Process Observer: Bob Tompson

Scribe: Yolanda Flamino

Notetaker: Jenn Staub

The meeting followed the Agenda sent out prior by Rick Barnes. First item was introductions. Each member introduced themselves stated their position with the district and what their interest was in serving on the committee.

The next item was to assign roles for the present meeting. There were willing volunteers, and Mr. Barnes indicated he would facilitate the first few meetings in order to establish a protocol.

Item: the group set about establishing the committee's norms. Rick Barnes had each member write two or three norms they would like to see honored in the group. Then each person shared one norm, which Yolanda Flamino wrote on the white board. After all initial ideas were shared, the group consolidated the list into 5 different categories:

- Respect: people's ideas, time, right to be heard, and the process
- Positivity: expect good intentions, keep an open mind, foster cooperation and compromise, have fun
- Goal Directed: active leadership/facilitation, manage time, work efficiently, have clear and attainable objectives
- Transparency: make mission and actions public (publish minutes)
- Challenge: be willing to engage, be active listeners, do the work

Item: The group engaged in a discussion about process and how to manage a situation where the group, or certain members, should be held to an outcome if they did not feel right about the process. This led to a reiteration about the importance of establishing norms and that group members needed to feel welcome to speak up about the process at any point, with the expectation that they will be heard. The group also discussed the expectation of consensus; was this always the goal? Mr. Barnes said it would depend on the issue involved--regarding something like a building schedule, consensus would be appropriate, whereas, a matter like safety would likely be determined by a higher authority.

Action: Mr. Barnes will type up the group norms for the committee to approve at the next meeting.

Item: The committee determined the agenda the next four meetings over the summer:

- Tuesday, 7/16 7 - 9 am
- Tuesday, 7/30 7 - 9 am
- Tuesday, 8/13 7 - 9am
- Tuesday, 8/27 3 -4 pm

Action: Mr. Barnes will send out the dates via a shared google doc

Item: Look at Instructional Practices Committee (IPC) Draft Charter. The group discussed the impetus for the committee, which came out of a need to re-examine the school's Alternative Credit Policy, which currently allows for 8. Does this meet HB's mission overall? This led to a recognition that several HB policies need reevaluation to ensure that they are equitable to all students. There was a difference in the level of familiarity

among members with what policies there are and how to access them. Gina Bergskaug mentioned IMBC. She offered to make a document for “how to” search for the policies on the SAU website. Tom Solon reminded the group of what the School Board has control over: Policy, Curriculum and Staffing, and all agreed that many of the policies still in place were written when laws and district goals were different.

Action: Gina will create a “how to” search document

Action: For next meeting, prioritize charter goals

Action: For next meeting, identify what sub-committees might be needed based on priorities identified in the Charter

The meeting concluded with Bob Thompson reporting out as Observer. He acknowledged that all voices were heard, the group’s time spent on norms was lengthy and thoughtful, all norms were adhered to in the meeting, the determination of next meeting times went well, and that the meeting went over by 5 minutes.