

**Kenmore West High School**  
**Shared Decision Making Team Meeting**  
**November 7, 2016**  
**4:00-5:00PM**

**Team Participants:**

	Present ✓		Present ✓
Jill Ackerman, Teacher Aide	✓	Jen Morrow, Parent	✓
Chad Bevier, Teacher	✓	Ellen Malkiewicz, Parent	✓
Daniel Charland, Assistant Principal		Allison Rapp, Student	✓
Diana Gruninger, Teacher	✓	Kelly Rodriguez, Teacher	✓
Dean Johnson, Principal	✓	David Rogalski, Teacher	✓
Christine Koch, Assistant Principal	✓	Kathy Schinaman, Parent	
Kevin Kruger, Operations Principal	✓	Michael Sierzchula, Teacher	
Shane Magaris, Teacher	✓	Mary Metzler	✓

**Our Focus:**      How can we create the conditions for student engagement?

**Our Norms:**

- Our meetings will start and end on time.
- We will honor the time allotments for each topic and assign a timekeeper at each meeting.
- We will attend meetings prepared and ready to be present and to participate.
- We will use technology to support the work of the meeting.
- We will always assume positive intent and engage with respectful honesty.
- Confidentiality

**Time Keeper: Kelly Rodriguez**  
**Recorder: Chris Koch**  
**Dialogue Monitor: Mary Metzler**

**Follow Up Items from \_\_\_\_\_:**

Who?	What?	How?
Dean/ Kevin	What kinds of decisions can we/will we make	
Dean/ Kevin	Who will be looking at the district survey results?	
Dean/ Kevin	Will send out agendas. Team has agreed to 4 -5 pm on 2nd Monday of the month..	
Dean/ Kevin	How will we know that we are being effective? Who is defining the goals? Is this an advisory or decision making team? Team desire is to be able to implement ideas.	

**AGENDA:**

Topic	Person(s)	Format	Time	Decision Points and Follow Up
Getting Started	Group	Information Sharing	4:00-4:15	Opening Remarks, Introductions, Norms, and Roles
BOCES Training	Kevin Kruger	Information Sharing	4:15-4:30	Provide overview of BOCES Shared Decision Making Team Training
School Engagement Plan	Dean Johnson Kevin Kruger Dan Charland Christine Koch	Information Sharing	4:30-4:45	Achievement: Literacy Achievement: Numeracy School Participation: Attendance School Culture: PBIS
Meeting Topics & Roles	Dean Johnson	Information Sharing	4:45-5:00	Google Docs Meeting Topics Roles

**Good of the Order:**