



Horseheads Central School District Minutes – November 20, 2008 Core Team Meeting

Note: Agendas must be posted one week in advance. Minutes available within one week following the meeting.

Team:	HHCS D	Minutes Taker:	Judy Christiansen
Date/Time:	11/20/08 – 5:00	Facilitator(s):	Diane Reed
Location:	Multi-Media Center, HS		

PRESENT: Chava Angell, Joyce Arms, Amanda Bartsch, Andrew Beck, Jim Benesh, Diane Berman, Julie Bernard, Megan Blitz, Michael Bostwick, Jamy Brice-Hyde, Bobbi Brock, Alan Brown, Robert Browne, Mike Buck, Judy Budkley, Shelly Cadek, Julie Chevalier, Mary Cosgrove, Judy Christiansen, William Danaher, Nicole Dauchy, Melissa Devitt, Karen Donahue, Sharon Durpee, Maureen Ferrell, Gerald Furnkranz, Jay Hillman, Mary ann Holleran, Richard Hudock, Colleen Ignascewski, Deb Jay, Anne Jernigan, David Kartzman, Rudy Kurniawan, Alice Learn, John Lively, Stacy Lunger, Brian Lynch, Terry Malloy, Cynthia Massey, Jacquie Morley, Lisa O’Connell, Susan Pelkey, Courtney Perez, Tim Reidy, Damian Saks, Liz Scaptura, Patti Sotero, Mike Stuart, Alicia Stryker, Gerald Tompkins, Sharon Tyson, Sandy Willimas, Jean Yorio

Agenda

Item	Discussion	Who	Time
1. Welcome/Overview			
	Superintendent Ralph Marino welcomed the Core Team to this Kick-off meeting. Judy Christiansen made some informational comments; Diane Reed, Facilitator, introduced herself to the team. Penny Ciaburri of PLC Associates sent a message. Each Core Team member introduced themselves and shared their relationship to HHCS D.	Diane Reed	1 hour

2. Work Process (List Separately)			
Work Process <ul style="list-style-type: none"> • Agenda review • Orientation to the Process • Power Point Presentation 	The Core Team reviewed the work process guidelines that will be used throughout the process, specific ground rules, the decision-making model, future communications, roles and responsibilities of the core team (CT) and the task forces (TF), work flow processes, deliverables and timeframes.	Diane Reed	1 1/2 hours
3. Closure			
	Review process and answer questions	Diane Reed	10 minutes

Action Register

Action Items:

What	Who	When	Status
Upcoming meeting – Multi-Media Center	Core Team	December 10, 2008 4:00 p.m.	