

Best Practices Subcommittee Meeting Minutes
February 8, 2023 @ 9:30am (rescheduled from Jan 31)
Zoom conference meeting

Attendance: SusanMary Redinger, Sharlene Cronin

The meeting was called to order at 9:31am.

Cronin and Redinger review progress made on the self-evaluation rewrites. Members agreed to establish a cadence of meetings to review the remaining sections and meet the deadline:

- Feb 16th @ 11:30 - check-in on section rewrites
- Mar 1st @ 9:30am - check-in on section rewrites
- March 15th @ 9:30 - peer review
- Mar 29th @ 9:30 - review peer edits and finalize
- Apr 10th - present to School Committee for review

With SC approval, move into a Google form and document procedures.

Members reflected on the workload for the next few months and agreed to revisit the PD work in April/May, following completion of the self-eval work.

During Other Business, members discussed topics for upcoming April meetings:

- Creating consistent/standard approach to using Shared drives
- Review the school website

The next subcommittee meeting will be February 16th 11:30am.

The meeting adjourned without objection at 10:05am.