

## Meeting Notes 11/20/13

**Welcome & Introductions:** Meeting opened at 6:10pm two new guests were welcomed.

**Attendees:** Jackie Harris-Connor, Geraldine McPhee, Maria Camarena, Virginia Harnois, William Cotton, Gail Cook, Leanne Tria, Annette Bourne, Maria C. Betaneur, Susan Donovan, J. David Sienko, Mary Pendergast, Stephanie Enos, Jay Masterson and Robin Adams

**Chaired by:** Jay

**Approval of Minutes:** Mary motioned, Jean seconded, October minutes approved.

### **Updates & Old Business**

From Governor's Office (Robin) Website contact has been approved. Robin working with Governor's office on newly recommended members. Two have approval pending (in process).

Mission Statement: Sue motioned to approve with edits noted, Leanne seconded. The following mission statement was approved.

*The mission of the RI Family Engagement Advisory Council (FEAC) is to bring the voice of families to state leaders and school districts regarding matters of engagement policies and best practices. Families, educators, and communities will work in partnership and promote this knowledge to improve educational outcomes for all students.*

Strategic Plan (Group Work) Mary facilitated a review and discussion of the FEAC Strategic Planning Duties work plan and identified areas of overlap. Notes by individuals were taken and volunteers from each Duties workgroup volunteered to update individual plans (Stephanie, Annette, Robin, Sue & Gail) by January 8<sup>th</sup> 2014.

### **Committee Reports**

Logo: Leanne presented samples of logos. One was identified, by consensus, as a favorite and suggestions were given for possible further changes. Leanne will communicate with the volunteer designer and follow up for our January 2014 meeting.

PR & Communications: n/a

Executive Committee (Robin or Jason) draft SOP (standard operations procedure) was distributed by hardcopy and will go out electronically. Discussion planned for January meeting.

### **Announcements / New Business**

Educator Autonomy Project – Jason

**Review / Confirm Action Items** (Secretary)

- Duties sheet to be updated & submitted by 1/8/14
- Logo design will be tweaked and reintroduced
- SOP topics to be reviewed and discussed
- Member appointments in process

Wrap Up & Next Steps

Next Meeting Date is January 22, 2014

Adjourn at 8:00pm Mary motioned Leanne seconded

DRAFT