**Meeting Minutes**

Taken by Andrea Bachman

 South Suburban Montessori School Inaugural Education Committee Meeting

January 15, 2015

3:30pm

SSMS Library

Attendees: Reed Sumida (Facilitator), Amy Mackie-Barr (Chair), Marie Marzich, Annie Lupica-Girt, Pete Smith, Joy Russ, Alina Kirilescu, Jackie Morgan, Tera Chmura, Jamie Rathod, Meagan Call, Andrea Bachman, Sean Fleming, Sandy McGuire, Cecelia Romito, Lauren Collins

1. 1. Meeting called to order by Reed Sumida.
2. 2. Purpose of the Education Committee-To provide a venue to affect positive change and advancement of the school. The committee can address any topics that that affect the education of the students at SSMS.
3. 3. Minutes - Andrea Bachman agreed to record minutes, Lauren Collins agreed to approve minutes prior to posting. Minutes will be posted on the SSMS website.

4. Protocol

   a. Meeting conduct

  -The committee agreed that the meetings will be conducted informally.

 -Votes will be taken by raise of hand. A secret vote can be taken if the majority of the members agree.

 -The committee will meet monthly.

   b. Membership

 -The committee will consist of a maximum of 25 members.

 -Any person with a relationship to a current SSMS student may sit on the committee.

 -There will be at least one representative from each classroom on the committee.

 -Committee enrollment will be twice a year in September and January.

 -Members can be removed by the committee chair.

   c. Term Limits

 -Committee members will have a two-year term limit.

 -Inaugural members will have staggered term limits.

 The following members term will end on June 1, 2016:

 Marie Marzich

 Pete Smith

 Andrea Bachman

 Jackie Morgan

 Jamie Rathod

 The following members term will end on June 1, 2017

 Annie Lupica-Girt

 Meagan Call

 Joy Russ

 Sandy McGuire

 Tera Chmura

 -There is no limit on number of terms a member can serve.

   d. Attendance

 -Committee members are expected to attend at least 75% of the scheduled meetings.

   e. Subcommittees

 -Subcommittee members will be chosen by the the subcommittee chair.

 -Subcommittee membership is open to anyone.

 -The Education Committee Chair must approve members of the subcommittee.

5. Topics brought forth for consideration by the committee

    a. Mission/Vision statement

    b. Parents Education

    c. Website

    d. Communication

    e. Marketing

    e. Green initiative

    f. Community Service

    g. Parents Association

    h.Volunteer program

    i. Parking

    j. Uniforms

    k. Summer programs

    l. Extracurricular

    j. Placement

    k.Exchange program

    l. Technology

    m. Facilities

 n. Internships

6. Determination of top five priorities to be addressed

    a. Vision Subcommittee to be chaired by Pete Smith

    b. Parent Education Subcommittee to be chaired by Andrea Bachman

    c. Marketing Subcommittee to be chaired by Marie Marzich

    d. Extracurricular Subcommittee to be chaired by Amy Mackie Barr

    e. Placement Subcommittee to be chaired by Alina Kirilescu

7. The next meeting will take place on February 12, 2015 at 3:30pm in the SSMS Library.