

Hamilton-Fulton-Montgomery BOCES
Shared Decision Making Team Meeting Minutes
June 9, 2010

Co-chairs: Nancy Turnbull and Stacy Ward
Co-recorders: Darcy Izzo-Shifferli and Paula Mroz

Meeting time: 3:18 – 4:15 p.m.; Main Campus, Board of Education Room

Present: Nancy Basile, Bob Brink, Joe Cirillo, Darcy Izzo-Shifferli, Paula Mroz, David Patterson, Carol Pifko, Nancy Turnbull, Stacy Ward, Lorry Honenforst, Victoria Panetta, Dale Hults, Trinda Sweeney, Tom Antis

Nancy has created a great sign in sheet. Each employee initials and signs their presence, at each meeting. The sheet was passed around.

This is our last meeting for the 2009 -2010 school year.

1. The team reviewed and discussed Bits-n-Pieces. Tom began with usage statistics: 200 people have viewed Bits-n-Pieces, 843 times since April 11, 2010. Tom reviewed how people can view Bit-n-Pieces. Bits-n-Pieces can be viewed by going through the “Employee Page” which you access at the HFM BOCES web site. The team discussed many ways to give people incentive to view and use Bits-n-Pieces. After a long discussion of many good ideas, Dale mentioned the “Mystery Employee Activity” as an idea which was accepted by the team. This activity will involve employees volunteering taking a survey questionnaire. The survey answers will be posted on Bits-n-Pieces and then each HFMBOCES viewer of Bits-n-Pieces will be able to vote, which employee they think gave those answers to the Employee survey. This was decided to be a great idea we would begin to construct.

2. Closing day was discussed and reviewed. The SDM team decided that at the HFM BOCES Closing Day, we as a team we will stand together at the front podium while Nancy and David will inform HFM BOCES about our Shared Decision Making Team and what our plan to accomplish is, as a team. Nancy and David will lead into Dale who will inform the HFM BOCES employees about the SDM “Mystery Employee Activity.” Dale will explain the activity, how it will operate on Bits-n-Pieces and that each employee will have an opportunity to fill out a survey to participate in being the monthly “Mystery Employee.” The SDM team brainstormed the “Mystery Employee” questions that will be given to each HFMBOCES staff member at closing day.

3. Stacy reviewed and corrected the 2010 -2011 SDM meeting dates. December 6, 2010 changed to December 8, 2010 for our regular SDM meeting schedule, 2nd Wednesday of each month:
 - ^ **September 1, 2010: 10:00 am** (Nancy T. bring plates and napkins; Stacy bring coffee cake; Paula bring DD coffee): Plan for Opening Day presentation.. Note: This is the *first* Wednesday of the month!
 - ^ **October 13, 2010** HFM BOE Room
 - ^ **December 8, 2010** HFM BOE Room
 - ^ **February 9, 2011** HFM BOE Room
 - ^ **April 13, 2011** HFM BOE Room
 - ^ **June 8, 2011** HFM BOE Room

Lorry state that our newest Shared Decision Making Team Plan, will be submitted to the HFM BOARD for approval before January 2011. We will meet our New York State 2-year Plan's approval, deadline.

4. The team discussed our idea to create a "Dr. Davis Day" – a family fun day. Bob Brink offered to do a chicken BBQ for this. As a team we discussed different ideas to create an HFM BOCES day dedicated to family, fun, food and Dr. Davis. The team decided a Saturday in early September 2010 would be the best time to have this day. Lorry confirmed that the idea would be presented to the Supervisory Team.