

**School-University District Partnership**

**Governance Meetings**

What is a Governance Meeting?

* A committee that governs aspects of the program
* A committee that continually assesses the effectiveness of the program by: reviewing TC data, MT feedback, providing support
* A committee that coordinates calendars between the university and the district and seeks opportunities for professional development.
* An avenue for effective communication

Who attends the Governance Meetings?

* Each district has an individual who has been involved in the set-up of the university-school partnership. Please work with the individual to invite key stakeholders to the quarterly meetings:
  + Governance Members have included:
    - **School Site Representation** 
      * Principals/Assistant Principals/Instructional Coaches where TCs are placed
    - **District Representation** 
      * Superintendent, Assistant Superintendent, Curriculum Directors
    - **Community College Representatives**
    - **University Representatives**
      * Site Coordinators
      * Instructors from your site
      * University administrators (Director of Teacher
      * Recruiter

Where is it located?

* Select a location on your school site. Your university-school classroom is ideal. If this room is unavailable, you could reserve a school conference room.

When are Governance Meetings?

Governance Meetings will take place 4 times per year following each performance assessment cycle.

\*During months that there are no scheduled governance meetings, please be sure to conduct check-ins with the site principals where TCs are placed to ensure consistent communication. (ie: every time, you perform walk-throughs, always start by checking in with the principal.)

How do you schedule Governance Meetings?

Please schedule your Governance to take place quarterly after each performance assessment cycle. We recommend that quarterly governance meetings are scheduled in advance, prior to the school year starting.

* Work with District Representatives to identify a day and time (this will remain the same for all 4 meetings)
* Send out a calendar notice to all participants so that everyone has it scheduled on their calendar

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| **Governance Agenda Template** | | | | | |
| **DATE** |  | **SITE** |  | | |
| Attendance:  **University Representatives:**  **District Representatives:** | | | | | |
| **Purpose** | The purpose of each meeting will be set by the Coordinator. This should be completed about 2 weeks prior to the meeting. This allows enough time for other attendees to review the purpose and update the agenda. | | | | |
| **Outcome(s)** | The expected outcomes for each meeting will be set by the Coordinator. This should be completed about 2 weeks prior to the meeting. This allows enough time for other attendees to review the purpose and update the agenda. | | | | |
| **Data** | Each meeting should include some data that supports the purpose or expected outcome. That data will be listed here. | | | | |
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| **List of Materials Needed:** | | | | | |
| **Site Coordinator: Insert List of Materials** | | | | | |
| **Notes, will be completed by Site Coordinator** | | | | | |
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| Introductions | | |  | | |
| Teacher Candidate Update   * PA Data * Walkthrough Data * Coursework Data * Teacher Candidate Intervention Plans | | | **Notes** | | |
| Mentor Teacher Update   * Trainings * Survey Results | | | **Notes** | | |
| Planning Ahead: Current Cohort and Future Cohort | | | **Notes** | | |
| College Updates | | | **Notes** | | |
| District Updates | | | **Notes** | | |
| Recruitment Update | | | **Notes** | | |
| **FOLLOW-UP ACTIVITIES:** | | | **Who** | | **When** |
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Directions for using Google for Quarterly Governance Meeting Agendas

**Each Month:**

1. Log in to your Google account
2. Go to your Google drive
3. Go to “New” and click on “Google Docs”
4. Title your document
5. Create your agenda (you can copy and paste from a Word document)
6. Click on “share” in the upper right hand corner and input the participants’ email addresses
7. Highlight the link and paste it into an email (distribution list on Page 2). Suggested message: “Attached you will find this quarter’s governance agenda template. Please fill in the template with any items you would like to include in our meeting by (date). The document does not require you to log in to contribute. Your contributions will automatically be saved in the document and viewable by all committee members. Any time prior to the meeting (and during the meeting), you may utilize the same link to access the most updated agenda. As a reminder, our governance meeting is scheduled for (date) (time) (location). Thank you for your support of the program and we look forward to seeing you there.”

**DURING THE GOVERNANCE MEETING:**

Have someone take notes directly on the Google document during the meeting. That way, minutes are nearly complete (maybe need a little editing, saving you time! ☺

**AFTER THE GOVERNANCE MEETING:**

1. Send out the link again with notice that governance minutes are included in the document. I would include the following message (or something similar). “Thank you for your attendance at our governance meeting for (date) (include other personal remarks here). Please note that the link below will be the same link we will use for all governance meetings and minutes. Please bookmark this link so that, any time during the quarter, you can access the agenda and/or minutes to add new agenda items for the upcoming month or to review minutes.