

## MEETING AGENDA NOTES

Topic with Documents	Questions/Comments	Action/Next Steps
<p>Welcome Back &amp; Review EEAC Group Norms</p>	<p>Q: Should we set an Absence Standard?</p> <p>Q: How do you define an excused or unexcused absence?</p> <p>A: An excused absence would be someone who lets you know beforehand.</p> <p>A: We only meet ten times; we should benchmark at 20%, which equals two absences.</p>	<p>➤ Discuss attendance and motion to add on EEAC Norms; 80% of attendance is required.</p>
<p>Discipline Data/ Recognizing and Addressing Negative Impacts</p>	<p>Q: How are we collecting that data? If we had this specific info, we could make a recommendation. Like attendance? Cronics?</p> <p>Q: How do we get the voice of a student who is getting left behind?</p> <p>A: We could clean up data at each level, like street data, and use other tools.</p> <p>A: We also have student groups, where student voices are heard, but we did not take the data because we wanted students to feel free to talk and empower each other to voice. We will be having another session in January.</p>	<p>➤ Presenting updated data at our next meeting.</p>
<p>Analysis and Wonderings</p>	<p>Q: Could we do a group activity? Like, create a Jamboard? Is there a policy around it?</p> <p>A: No issues; this is not considered a public meeting. This is more like homework.</p> <p>A: We will create a Jam board with our goals; you can add your ideas.</p>	<p>➤ <i>Action Steps: Create a Jamboard activity and send to the group.</i></p>

From Oregon Department of Justice:

D. Requirements of the Law; 7. Minutes and Recordkeeping:

*"The written minutes or recording must include at least the following information:*

- *members present;*
- *motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition;*
- *results of all votes; and, the vote of each member by name, except for public bodies consisting of more than 25 members unless recording by name is requested by a member of that body;*
- *the substance of any discussion on any matter; and*
- *a reference to any document discussed at the meeting, unless even a reference to the document is exempt under Public Records Law.*

*Written minutes need not be a verbatim transcript, and a sound, video, or digital recording is not required to contain a full recording of the meeting, except as otherwise provided by law. However, the minutes or recording must contain the above information and must give "a true reflection of the matters discussed at the meeting and the views of the participants."*