

Transition Team Meeting  
April 21, 2009 6:00-8:00 p.m.  
Central Office Board Room

Members:

- I. Welcome- Members of the group were introduced.
- II. Meeting Norms
  - a. Mr. Wiseman will present the norms:
    - i. Listen actively
    - ii. Participate fully
    - iii. Press for clarification
    - iv. Respect time
    - v. Honor confidentiality
    - vi. Tackle issues, not individuals
    - vii. Honor equitable distribution of airtime and workload
    - viii. Attempt to uphold consensus decision making
  - b. The purpose of the group and its charge is to determine how we can best plan for and help make the transition process goes smoothly.
- III. Information provided by administration
  - a. Administrator assignments
  - b. Teacher assignments
  - c. Classified assignments
- IV. Group Collaboration – Clarifying the Issues – brainstorm and develop list of concerns
  - a. Divide members into three groups and list concerns on various topics related to the transition process. Groups will represent their respective buildings – K-1, 2-6, 7-12.
  - b. Topics for consideration –
    - i. school culture - as it relates to students, parents, staff and community (orientations, closure/beginnings)
    - ii. Facilities, dealing with equipment, materials, the moving process, and timelines
    - iii. Communications
- V. Whole group activity
  - a. Subgroup report on list of concerns
  - b. Develop master list per building
  - c. Posting of meeting minutes to district website
- VI. Discuss development of timeline & wrap-up
  - a. Group meeting dates
  - b. Objectives for next meeting.