

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.