

# MIDDLE SCHOOL TRANSITION TEAM

September 12, 2006

## Meeting Minutes

**Present:** Michelle Devlin, Brooke Hendry, Donette Kessinger, Katie Ross, Campbell Kirkman, John Kilzer, Paul Brinkman, Tami Schmitt, Bonnie Hansen, Penny Fiscalini, Butch Webb, Mike Knowles, Brenna Mack, Diane Metcalf, Jeff Lunt, Carol Sinton, Bryan O'Donnell, Brenda Lipe, Paul Reed, Ed Donahue, Sara Jensen, Kat Dadd, Shirlene Fitzwater, Jodie Smilay, Lisa Cornelson, Nikki Tomason, John Wagner, Tally Swanson, Chuck Lisk, Jeri Goebel, Michelle Reid

### **Welcome and Introductions**

Members of the MSTT introduced themselves and were welcomed to the MSTT process

### **Explanation of the Charge for the MSTT**

Dr. Cohn was introduced and began also by welcoming the team to the work. He then handed out an explanation of the charge for the MSTT and went on to explain the expectations for the group. He made note of thanking the team for their commitment to what will surely be a challenging process.

### ***Attendance to meetings, etc.***

1. No one needs to be at the Board Meetings
2. Board results: Michelle will bring us info and/or email us
3. Conference Folder to communication: Michelle will follow up with Scott Brodhun.
4. Hearings:
  - a. Free form - open microphone format; board makes presentation
  - b. Notes from citizens back to us from the hearings? (Michelle check)
  - c. Go as a community member and answer questions as you feel comfortable, with no expectation that you are speaking for the group.

### **Development of Norms and/or Working Procedures** (*Survey of practices which signal norms handout*)

Starts/End on time

1. Stay focused on task at hand
2. Minimize side bars
3. Prepared when we arrive
  - a. Documents read, surveys completed
4. When communicating publicly, clarify if you are speaking for yourself or the team.
5. Based on what will be best for middle school students (developmentally appropriate)
6. Time out to table issues for reflection
7. Stay in the Truth: be honest without repercussions.

8. Focus on building a new school and working together
9. Respect: opinions, thoughts, feelings, processing time, sharing air time (everyone's voice is heard)
10. Flexibility to add or modify a norm is allowed
11. Communicate honestly back to the groups (staff, parents and students) at individual schools. Present without opinion (ex: NO eye-rolling/shoulder shrugging)
12. No name tagging with or without commentary (Michelle is the exception here)
13. Members have the right to change their mind about an issue.
14. Monitor norms/evaluate meetings
15. Assume good intent (ex: being late, other commitments, meeting)

Michelle: reformat and organize norms as meetings will be evaluated, norms will continue to be revisited. Evaluations will be reviewed and practice will be informed in a real time fashion.

### **Communication Expectations**

Michelle will toggle from RMS to SMS for late start.

#### **1. Students:**

- a. Stevens: Chuck Lisk, Jeri Goebel, Tally Swanson, Paul Reed will work on plan to bring back to whole group for the next meeting.
  - 1) ASB meetings once a month (Thursday)
    - Tech: SNN
    - Honor Society
    - Leadership classes
- b. Roosevelt: Diane Metcalf, Jeff Lunt, Brenna Mack, Mike Knowles will work on a plan to bring back to whole group for the next meeting.
  - 1) ASB (Tuesdays)
    - Representatives to get other student feedback:
    - Admin & students to come back with a plan for communication Mike Knowles and Paul Reed will help at their schools.

#### **2. Parents:** Will come back with a plan at the next meeting to share in regard to communication

- a. PTO meetings
- b. Newsletter (monthly) (parent and admin)
- c. Summarize both meetings into one month newsletter
- d. Email parents
- e. RMS: Team emails
- f. Websites (SMS & RMS)
- g. Peninsula Daily News

#### **3. Team:**

- Clarify personal vs. team & **stay in the truth**
- a. Reports Wednesday (talking points summary)
- b. Minutes for Wednesday

## **Decision Making Practice(s) to be Followed**

### Types of decisions

1. **Consultative (informing)** (Michelle has a question and she wants input, but she'll make the final decision)
  - a. Ex: administrative leadership of the new school we create (nonnegotiable)
2. **Collaborative (making)** (questions that the team has to come to a consensus and convince each other)
  - a. Low impact:  
Ex: snacks, parking,
  - b. Medium impact  
Ex: school colors
  - c. High impact  
Ex: Schedule
3. **Timeline necessary (time allotment for decisions: agendas)**
  - a. Email Michelle ideas/topic (Michelle: get bigger mailbox capacity)
  - b. Agenda sent out prior to meeting (Friday before the Tuesday meeting)
  - c. List of **Hot topics/questions** attached to agenda and address at the very beginning of meeting (15 minutes) **THURSDAY 3:30PST**
4. **Consensus** (goal/target): everyone can live with it
  - a. Everyone vote: majority (over 50%) will rule w/ possibility of dissenting opinion (clear % agree, % cannot agree and reason why)
  - b. Michelle is NOT a voting member
  - c. Represent constituents
  - d. Michelle will make call about tabling votes because we don't have enough thought, information, representation to make a good decision.

### **Talking Point Summary:**

1. What are the talking points that we want to express in order to get on the same page
2. If people want copies of the book and/or articles then they must email Michelle Reid for copies
  - a. Hot topics
  - b. Talked about norms
  - c. Next meeting agenda

### **NEXT MEETING**

1. Review of reading text:
  - a. Articles: *Educational Leadership: Teaching the Tweens*  
*When Leadership Spells Danger*
2. Bring book and notebook
3. Student communication plan for each school will come back to be shared
4. Parent communication plan to be shared at next meeting: