



Earl Warren Elementary

Transition Meeting #1

Meeting Date: March 18, 2013	Meeting Location: Room 22
Starting Time: 6:00 p.m.	Ending Time: 8:15 p.m.

Participants: Transition team members from Joseph Bonnheim, Earl Warren, and Peter Burnett Elementary Schools

Item/Time Limit	Action/Activity	Facilitator	Follow-Up (Task, Who, Date)
1. Welcome- Purpose (5 min)		Carolyn Olsen	
2. Ice Breaker (15 min)	Introductions and 3 things about each person	Group	
3. Review/Addition of Meeting Norms (5 min-15 min)	Hand out and review with team	Carolyn Olsen and group	
4. Charting Activity: What programs, activities, culture, goals, traditions etc. define your school. Each school goes to chart paper and identifies: 1. Current School Culture/Traditions 2. Academic/Curricular programs 3. Professional culture and staff development (What we do now...what we want to try in the future, for all) (40 min)	School teams Post-its on chart paper	Carolyn Olsen, Manuel Huevo Mary Jett	
5. Identifying commonalities between schools (15 min)	Teams highlight	Principals	
6. Identifying the most important things to keep from closing school. (20 min)	Teams use Sticky dots to ID	Principals	
7. Next steps (10 min)	Group	Principals	
8. Next meeting	Group	Manuel Huevo	

Transition Team Meeting #1

March 18, 2013

Meeting Norms

Leadership	<ul style="list-style-type: none">• Agree to provide needed guidance when asked• Allow others to voice opinions and assume responsibilities• Encourage the group to move toward their goal• Facilitate meeting•
Decision-Making	<ul style="list-style-type: none">• Listen to the opinions of others• Identify possible courses of action• Is willing to make a choice when the group needs to come to a decision•
Trust Building	<ul style="list-style-type: none">• Contribute to a positive atmosphere• Disagree respectfully• Follow through on commitments•
Turn Taking	<ul style="list-style-type: none">• Listen when others are talking• Offer supportive statements• Invite responses from others• Acknowledge others who have spoken•
Active Listening	<ul style="list-style-type: none">• Ask clarifying questions• Stop other activities to listen• Silence cell phones•
Conflict Management	<ul style="list-style-type: none">• Listen to the views of others• State views without becoming defensive• Accepts the group's decision graciously•

Chart Activity

1. Describe a typical day at your school. Focus on the structures in place that define your school culture.

Suggestions for inclusion:

- Start time
- Classroom opening procedures
- Primary grade start of the day
- Intermediate start of the day
- Recess and lunch
- Support staff
- Use of parent resource rooms
- Meetings times and structure
- Programs that welcome parents
- Community partnerships
- Fund raisers
- Field trips
- End of the day activities
- Discipline policy
- Conflict resolution
- Parent nights
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