

Design Team
Monday, December 5, 2011
5:30pm-7:00pm
Location: John Still Middle School
Meeting Notes

- I. Welcome and Introductions: All participants introduced themselves.
- II. Purpose: Design a team of stakeholders to explore opportunities to create a “Dream Team” with desirable programs for students and families. The team will also consider additional operational concerns. Design Teams will be created collaboratively with input from both individual school sites and the central office.
- III. Review of Design Team agenda: Dr. Sara Noguchi reviewed and explained the expectations and goals of the design team which included the following:
 - A. Stakeholders Representation: Each person on the design team is a stakeholder. Each stakeholder is expected to share insights and conduct research that will help the Design Team propose options for the schools.
 - B. Facilitator and Note Taker: Dr. Noguchi will facilitate the meetings however there will be a different note taker at each meeting.
 - C. Minutes of the Meetings: The minutes will be available on the district’s website within 48 hours.
- IV. Communication Protocol (communication is most important). Each group discussed and reported other ideas which include: providing translation in other languages (however translation will take longer). Communication to students is important as well however one must be aware of the sensitivity of the topic. Parking lot: Team members can write their questions or concerns on post-it notes and stick it onto the parking lot flipchart paper. Dr. Noguchi will address the questions or concerns individually to the person who raised the question/concern. Other communication protocols listed on the PowerPoint include:
 - A. Individual share with stakeholder group
 - B. Principal shares with whole staff and parent groups
 - C. Office manager copies minutes for the front counter and public bulletin board
 - D. District posts on website-www.scusd.edu
- V. Meeting Agreements (meeting norms):
 - A. Be impeccable with your words
 - B. Don’t take anything personally
 - C. Don’t make assumptions
- VI. Current Reality:
 - A. School(s) profile
 - B. Enrollment information
 - C. Boundary and scatter maps
 - D. Programs, products and/or services

- VII. Visioning: The team individually reflected on the following questions and then re-grouped and shared their ideas within their groups. Each group discussed and agreed on several ideas and noted those on a separate sheet of paper. At the next meeting, each group will have a reporter to share what their group came up with.
 - A. What core values will guide your school?
 - B. What do you want your students to be known for?
 - C. What do you want teachers to be known for?
 - D. What will your students learn while at your school?
 - E. How will students demonstrate their learning in all subjects?
 - F. How will students receive help when they need it?

- VIII. To do:
 - A. Need to call no-show parents and possibly select new parents.

- IX. Next meeting: Monday, December 12, 2011 at John Still Elementary Library. Each member was asked to submit the preferable time to Dr. Noguchi on a note paper. Dr. Noguchi will email the team what the preferable time is.

- X. Meeting Scheduled for John Still Middle School Library, December 12, 5:00pm