

ITEM	TIME	TYPE OF ACTION	ACTION NOTES	FOLLOW-UP NEEDED
1. Welcome, Introductions, Agenda, Charge and Outcomes	3:45-4:45	<input type="checkbox"/> Information ¹ <input type="checkbox"/> Discussion ² <input type="checkbox"/> Decision ³ <input checked="" type="checkbox"/> Other:	<ul style="list-style-type: none"> • Who's in the room • By grade spans, review problem statement • Examine charge of task force 	<p>Debbie will compile data and information you requested as best as possible</p>
<ul style="list-style-type: none"> ○ Spent quality time getting grounded in our purpose by examining the problem statement and charges for the task force. Through this process, we will make revisions to these based on your feedback. ○ There are 3 charts of our conversations: A. Examining the Problem Statement and Charge, B. Essential Questions important to our work, and C. Data Sources/Information needed (See attached). 				
2. Ground rules/norms & structure for our work	4:45-5:00	<input type="checkbox"/> Information ¹ <input checked="" type="checkbox"/> Discussion ² <input checked="" type="checkbox"/> Decision ³ <input type="checkbox"/> Other <hr/>	<ul style="list-style-type: none"> • Collaboratively set ground rules and agreements for our work • Review calendar of meetings & develop the structure for our meetings and for the work ahead 	
<ul style="list-style-type: none"> ○ Because of the quality time spent on item 1, we are postponing ground rules/norms for how we accomplish our work until the next meeting. ○ One question that continues to surface that we want to clarify is that regardless of the parcel tax, this work is essential in sustaining the "health" of the District and that we could not live within our means without restructuring for the long term. The parcel tax is an emergency tax for 4 years and will not provide us with a long term solution unless we take the steps to structure ourselves for the future. ○ There will be times when we meet as an entire group, in alike grade spans, and mixed grade spans. 				
3. Setting the Stage for our work	5:00-5:45	<input checked="" type="checkbox"/> Information ¹ <input checked="" type="checkbox"/> Discussion ² <input type="checkbox"/> Decision ³ <input type="checkbox"/> Other <hr/>	<ul style="list-style-type: none"> • Review current work and data to date • Brainstorm preliminary options • Identify information you will need • Identify things to think about, questions you have 	<p><u>What to bring back:</u></p> <ul style="list-style-type: none"> • We have formed a task force • It will be complex work and reviewing multiple data sources • We want to give and get two-way feedback • We examined our problem and our work • There will be a change (not necessarily negative) • Anything else you hear is a rumor!
<ul style="list-style-type: none"> ○ This item was integrated into item #1 with the exception of brainstorming preliminary options. We drafted a list of additional information we will need. ○ Towards the end of each meeting, we will review what we will bring back to our constituents. See Follow-up Needed box. 				

NEXT MEETING: WEDNESDAY, APRIL 2ND, 3:45-5:45, LONGFELLOW MEDIA CENTER (portable across the yard)