Calendar Committee - Meeting #1 Agenda

September 28, 2016
5:30 - 7:00 pm
District Offices - Board Room
Committee Membership

Item	Description	Facilitator	Time
Introductions	Name, connection to the district and why you were interested in being a part of this committee.	Kristin W.	5:30 - 5:45
Overview of Committee Charge, Critical Success Factors, Activities, and Timelines	The committee will agree on the charge and scope of its work and clear understanding of the rationale for prioritizing this effort and what could potentially be accomplished.	Dana M.	5:45 - 6:15
Committee Norms	The committee will develop a list of norms that will guide the work of the group over the next several months that will help establish a collaborative, productive effort.	Kristin W.	6:15 - 6:35
Surveying of stakeholders Resources and Data: Inquiry phase of our committee 1. What can research tell us? 2. What can our community tell us?	A key input into this process will be stakeholder feedback from parents/families, students, and staff. Surveys need to be developed - one for parents/families, one for students, and one for staff.	Dana	6:35 - 6:55

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	We need 5 committee members to volunteer to participate on survey design teams. These teams will meet once before the November 2nd meeting to write the surveys. We will identify helpful resources and specific data to be used to inform the work of the committee. We need 5 committee members to volunteer to delve deeply into research and report back to the committee of the whole in November. Let Them Sleep: American Academy of Pediatrics Seattle Public Schools		
Closing and Next Meeting	What did you hear this evening that was most encouraging to you? What's one thing this committee must be cautious of if we are going to be successful?	Kristin W.	6:55 - 7:00

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NEXT MEETING - November 8, 2016; 5:30 - 7:00 CAO, Board Room