

4:00 Opening & Introductions

Present: Maria Stevens, Jennifer Etter, Becki Frisk, Josh Frank, Rochelle Libby, Jill Steinberg, Susan Campbell, Susie Gallin LaClergue, Eden Jordon, Silje Sodal, Lanaya Waldron, David Tadlock, John Simard

Absent: Jill Steinberg, John Simard

Opening

- Welcome & Introductions
 - Maria Stevens welcomed the members and went over logistics of meeting and location.
 - Members had a chance to meet one another through a team huddle activity.
- Housekeeping
 - Discussed format of the agenda and participation record as a vehicle for collecting feedback and information from members
- Agenda review
- Purpose and process for our work
 - This group is an active working committee not just a place for giving feedback about the program and services.

Establishing our norms

- Reviewed some norms as a starting point (AEIOU and always Y) and members responded to the question: What conditions are necessary to accomplish our work? Any norms to add or change?
 - Clarification of utilize what we learned
 - Change engage fully and allow others airtime to engage for equitable engagement
 - Add
 - Accept that this is ongoing work
 - Understand and stay focused on our "charge"
 - Presume positive intentions
 - Come prepared

Initial questions to consider

- How is an Advisory different than the usual Committee?
- What is our work and process?
 - Members reviewed the statement of the Advisory Committee's purpose.
 - Advocacy and guidance
 - No decision making authority
 - Providing stakeholder perspectives and expertise on program services and works cooperatively with school and district leaders
 - In a jigsaw, members reviewed each section of the guide (membership, role and functions, meetings) and shared information with each other
 - Committee membership selected to be representative of families served in the program
 - Term of service is 2 years
 - Members go through an application process
 - Responsibility of the administrator to organize and preside over meetings effectively and to communicate information with members and the community.
 - Responsibilities of members to attend and participate in the work of the committee
 - Committee will set calendar of meetings, can request items be added to the agenda, and annually review data and set goals for committee work.
 - Additional discussion of the goal of creating a committee that represented a range of perspectives - balance of participants between east and west sides of the district, equal numbers of staff and

parents, families who represented students in program/out of program, magnet program, neighborhood schools program. Lack of diversity in ethnicities represented was noticed and ways to improve this for the future were discussed, including the importance of parent members making connections with other families of color in their schools.

First Steps for our Advisory

- What would be of value and worthy first task for our Advisory?
 - Individually brainstorm what we hope to achieve
 - Review of current reality in program services
 - Identification process (school based, screening K & 2, team decisions about eligibility made on more than “cut scores,” and implemented a monitoring list)
 - New elementary service model (now serve students who qualify in a single area, now serve in neighborhood schools as well as magnet programs, implemented walk to math model so that students in neighborhood schools could have the same math acceleration provided in the magnet programs)
 - New teacher training and support (added a position of HiCap TOSA, August training for all elementary teachers)
 - Focus on equity (tracking data to see if we have a greater diversity in students identified)
 - Potential changes to secondary service model (reviewing secondary models now for potential changes next year)
 - Now that the numbers of students being served and ways in which they are being served have broadened considerably, this is a great time to have an advisory committee
 - Identifying ideas for our initial work individually on post it notes. Placing on a grid depending on how highly we would prioritize each idea.

1st priority	2nd priority
3rd priority	4th priority

Closing

- Review agreements and next steps
- Provide feedback
- Nuts & bolts

5:30 Adjourn

INTENDED OUTCOMES

Participants will:

- Recognize and honor the varying participant perspectives
- Agree upon committee norms
- Acknowledge the importance of our work
- Review our Advisory Charter/ Guide

An Invitation:

- Take care of yourself
- Engage fully
- Be mindful of others

WHAT	WHY
<p>Opening</p> <ul style="list-style-type: none"> ● Welcome & Introductions ● Housekeeping ● Agenda review ● Purpose and process for our work 	<p><i>To understand what we'll do and why we'll do it. Setting our purpose, cause or belief that inspires our work as a committee, district, school. To reflect on what really matters to each of us.</i></p>
<p>Establishing our norms</p> <ul style="list-style-type: none"> ● What conditions are necessary to accomplish our work? ● What are indicators of productive participation? 	<p><i>To ensure that all individuals have the opportunity to contribute in the meeting; to increase productivity and effectiveness; and to facilitate the achievement of our goals.</i></p>
<p>Initial questions to consider</p> <ul style="list-style-type: none"> ● How is an Advisory different than the usual Committee? ● What is our work and process? 	<p><i>To ensure our members understand the role of our Advisory.</i></p>
<p>First Steps for our Advisory</p> <ul style="list-style-type: none"> ● What would be of value and worthy first task for our Advisory? 	<p><i>To ensure our process meets our needs as a committee and our greater community.</i></p>
<p>Closing</p> <ul style="list-style-type: none"> ● Review agreements and next steps ● Provide feedback ● Nuts & bolts 	<p><i>To close our time by reflecting on our work together, offering feedback, and planning for our future.</i></p>