

**Collaboration Development Committee Meeting Minutes**  
**January 4, 2007**  
**2:30 District Service Center**

**Committee Members Present:** Mandy Saras, Missy Nida, Karen Harr, Staci Low, Amy Wozniak, Sandra Schultz, Kacey Schneidt

Mandy explained the difference between the Development Committee and the Advisory Committee. She provided the development committee a list of members from each committee.

We discussed things that we need to accomplish:

Which day of the week should be used, Monday or Wednesday? Most schools were split. We decided to let parents decide. Mandy will ask Dr. Clark to have her PTA/PTO presidents get feedback from their parents and then they will make a decision at the next President's Council meeting.

How much time should be used, 45 minutes or 60 minutes? We decided to field test the 45 minutes for next year and make adjustments if needed. Some schools in our district have tried it and feel that 45 minutes works best.

We need to develop a vision statement. At the first advisory committee meeting we will have committee members work on the vision statement. We will provide the committee with background information about collaboration and articles about collaboration. The committee members will work in groups to develop a vision and then they will vote on their favorites. The development committee will take these top choices and from the final vision statement.

We need to discuss elimination of early release days...professional development...ensuring enough hours for Kindergarten and 12<sup>th</sup> grade. Missy will begin getting feedback from Kindergarten teachers and she will start looking at what the schedule may look like. 12<sup>th</sup> grade may have to go to school a few days longer eliminating their senior days off at the end of the year.

We discussed how this will be communicated. Kacey will work with Matt Stanley to get a link set up on our website. We will include research, minutes from meetings, powerpoints and any other important information on this link. Sandra will put together information that principals can insert into their newsletters. We also discussed doing a district-wide mailing to parents. We may provide a DVD or brochure at spring conferences.

Other issues that we need to discuss; training staff members to collaborate effectively, collaboration topics, part-time staff members (how will the schedule affect them), and idea book for administrators.

We discussed group norms for our advisory committee. We decided on a few and we will invite the committee to add any that they wish. The following are the norms that were decided on:

Everyone has a voice  
Solution focused  
Roles for participation (facilitator, time-keeper, moderator)  
Let others share without interruption  
Have Fun

Staci will work on a timeline to present to the advisory committee. We need to be ready to present our information to the board in March.

We planned the January 10 meeting. Mandy will put together a powerpoint presentation for the meeting. She will provide some background information, define terms and do introductions. Karen will discuss norms. Sandra will lead the final word activity. Amy will lead the vision statement activity. Staci will present the timeline to the committee. Kacey will explain our communication. Missy will prepare the committee for the next meeting.