

Business Meeting Agenda (60 minutes)

Tuesday, October 20, 2020

8:00-9:00am

Facilitator - Matt

Notetaker - Ginnelle

Zoom Meeting:

Agenda:

- Welcome Ritual - Matt (2 minutes)
- Remote Best Practices - Kathy (8 minutes)
- Newsletter Conversation Follow up - Amina (8 minutes)
- Report Cards - Amina (5 minutes)
- Calling out Calendar - Operations (8 minutes)
- Update on safety protocols - COVID Task Force (10 minutes)
- Proposal regarding support for our population of children who are homeless - Donna L. (15 minutes)
- Optimistic Closure - Matt (2 minutes)

Announcements and Reminders

Please sign in & out each work day.

The form to request to work from the building on Wednesday is here.

Refer to Call Out Procedures when absent from school

1)From the Tech Leadership Team:

2)From the MHS COVID Task Force:

3)From Matt:

4) From the Operations Leadership Team:

**FYI Looking Ahead: Tuesday, November 3rd (Election Day) is a fully remote day for all.*

- School leaders will send info to teachers, add to newsletter

This Week:

Monday

- Happy Monday

Tuesday

- Business Meeting (8:00-9:00am)
- Zoom meeting for K-3 hybrid families with Donna L and Geralyn. Staff welcome to join if you are interested.

Wednesday

- 1-2 Team meets (8:00-9:00am)
- 7-8 Team meets (8:00-9:00am)
- Newsletter is due by 9:30am
- Wednesday Share (9:30-10:15am) Art Share with Meg
- Family Engagement (12:30-1:00pm)
- Tech Team (12:45-1:15pm)
- Professional Development (3:40-5:10pm)

Thursday

- KQuad Team meets (8:00-9:00am)
- 3-4 Team meets (8:00-9:00am)
- ILT Meeting (3:00-4:00pm - every other Thursday starting October 1st)
- Business Meeting agenda items due to Donna by 4:00pm

Friday

- 5-6 Team meets (8:00-9:00am)
- Newsletter sent to families.
- SEAL Team Friday 2:45-3:45p:
- Operations Team (4:00pm)

Mission Hill School

Collective Work Documentation

*Required

Name of Meeting*	1-2 Grade Band Meeting
Date* mm/dd/yyyy	
Facilitator*	
Notetaker*	
Location*	
Attendance / Sign in*	<i>Present:</i> <i>Absent:</i>
Agenda*	Effective Teaming - Compass Activity Assessments Back to School Night
To be resolved	
Action Items (Who & What)	Change Daily Five handout - Ashleigh Update Assessments handout - Danny Update slideshow - All
Agreements	
Check In / Teaming Ritual	Description: <i>This is generally 2-5 minutes.</i>

Compass Activity	
Assessments	
Back to School Night	

Reminders	●
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Mission Hill School

Carolina House Notes

2018-2019

House Members:

- We will meet on Thursday's from 4-5pm.
- Our first meeting is on September 13th in Jenerra's Room.
- On LAT and IF (instructional focus) days we will split the group or the time in half.

Expectations:

Meet once a week for an hour

Notify your House if you are unable to attend

Be present and participate without distraction

Be Kind and Work Hard

Share your dilemmas and your expertise to both seek and give support

Hold each other accountable for carrying out the agenda

Give meaningful, honest, helpful feedback

Bring larger questions to the full MHS staff if necessary

Be on time

Each person presents at least once

Assume good intent

Everyone holds the expectations of the House

Each house has a document for notes and an agenda

Topics to continue from retreat:

- How do you like to receive feedback?
- Roles and responsibilities - Is everyone signed up?
- Make school expectations signs?

Agenda Schedule:

Date	Topic	Sharing
9/13	Support!	Katie
9/20	Chemistry/Child Study	Reginald
9/27	Back to School Night	Set up
10/18	Kickball	Joel and Ayla
10/25	BTU	BTU Guest
11/1	Deadline check-in Progress Report check in Instructional Focus check in	All