

HUMS Staff Meeting Agendas and Notes 2018-19 school year

HUMS Team AGENDA May 28, 2019 DRAFT to be completed by Tuesday AM Afterschool Location: Kendra's Room	
Topic: General Update of events and activities for the middle school, continued discussion regarding TA	Attendees: HUMS Team Facilitator: D. Pierson Note taker: Time keeper:
Learning Targets: <ul style="list-style-type: none"> <i>I understand how I can support a middle school climate/school as it pertains to a shared vision and philosophy</i> <i>I understand important upcoming events/activities as it pertains to</i> - 	
To prepare for this meeting, please: <ul style="list-style-type: none"> Review the agenda Review draft norms (community agreements) - find them on the staff blog :) LINKS: Blog: https://humsstaffblog.blogspot.com/	

Time	Topic	Follow up or Task
3:00	Calendar (reminder)	<i>Summer Mailing to families</i> Summer Calendar (June 17 - 21 inservice) End of year activities Field Trip June 11. Lake Elmore 8th Field Trip June 13, Cardboard boat regatta on the lake
	Plan X 9:00 - 10:00 HUMS awards Or Plan Y 8:15 - 9:15 HUMS Awards (preferred) What Awards: 4 awards	<u>End of the Year Assembly - what to do... awards certificates?</u> What will this look like and what do we need to do to prepare. T-shirts/Sweatshirts for awards...

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3:00	Step Up Day	Schedule Review - Special Teachers reach out - do not convince kids to take Spanish. Just a meet and greet. Duane will meet with Jen about world language.
3:10	Transition Meetings	Transition Meetings June 6th - Warren June ? - Waitsfield School Inter-school transition - 7th grade to 8th grade -
	Summer Session	<ul style="list-style-type: none"> • Summer Sessions (Summer session using middle school area as they did last year) • When are the dates for our PD over the summer? <ul style="list-style-type: none"> ○ 7th Grade- July 11 ○ 8th Grade- August 12 ○ Combined HUMS August 16th
3: 15	Climate (2nd posting)	<p>Climate -how are things going as the HUMS plane begins its final descent for landing.. This can be an ongoing discussion that we also spend time on this summer.</p> <p>Link for forward thinking about climate: Climate Opportunities</p>
3:15	Daily Schedule	Morning Start times? Change???? Ideas thoughts?
3:20	Student Support	Student Support in the Middle School next year - changes discussion
3:25	Meeting 19-20 Sy	<p>NEW Learning Communities meeting MS focused HUMS staff meetings next year during TA times</p> <p>Team leader meeting schedule necessary to work on:</p> <p>Professional Work Calendar link here: https://docs.google.com/document/d/1emjfbucjysxxdcxFma2EjUWWFVyyrYOM6GYvKG2t_Mc/edit </p>
3:40	Board News	Update on Board drafts for reorganizing/design work

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HUMS Team AGENDA May 7, 2019 DRAFT to be completed by Tuesday AM Afterschool Location: Kendra's Room	
Topic: General Update of events and activities for the middle school, continued discussion regarding TA	Attendees: HUMS Team Facilitator: D. Pierson Note taker: Time keeper:
Learning Targets: <ul style="list-style-type: none"> • <i>I understand how I can support a middle school climate/school as it pertains to a shared vision and philosophy</i> • <i>I understand important upcoming events/activities as it pertains to</i> <ul style="list-style-type: none"> o <i>End of the year - lots to discuss</i> 	
To prepare for this meeting, please: <ul style="list-style-type: none"> • Review the agenda • Review draft norms (community agreements) - find them on the staff blog :) LINKS: Blog: https://humsstaffblog.blogspot.com/	

Appreciations: Appreciate Jon regarding the oratoricals. Angela and Nick about the climate rally. Both were amazing. Appreciate Sarah for the guest speaker. Appreciate Jackie for the WWII board. Appreciate everyone for the transition meetings - with being present and willing to help. Appreciate 7th grade team for schedule juggling - for taking Tri-teams out the elem schools.

Time	Topic	Follow up or Task
3:00	Calendar	Summer PD Dates (one day for team, one day for HUMS) Duane will send out a doodle poll <i>Summer Mailing to families</i> Summer Calendar (June 17 - 21 inservice) End of year activities Field Trip June 11. Lake Elmore 8th Field Trip June 13, Titanic on the lake

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		Field Trip May 17 8th grade to Big Pic Field Trip May 17, 7th grade to..... (B Day) End of the Year Assembly - what to do...
	Assessment check-in	SBAC - accommodations
		Transition dates/meetings
		Duane EOY meeting at his house
		Middle School Open House Sept 12... Like we did last year?
		Middle School conferences May 2020.. Two dates in May 2020 Wednesday and the following week Thursday. May 6 and the 14
3	Climate	Climate -how are things going as the HUMS plane begins its final descent for landing.. This can be an ongoing discussion that we also spend time on this summer. Link for forward thinking about climate: Climate Opportunities
	Daily Schedule	Morning Start times? Change???? Ideas thoughts?
3		
3	Board News	

HUMS Team AGENDA March 19, 2019 DRAFT to be completed by Tuesday AM Afterschool Location: Kendra's Room	
Topic: General Update of events and activities for the middle school, continued discussion regarding TA	Attendees: HUMS Team Facilitator: D. Pierson Note taker: Time keeper:
Learning Targets: <ul style="list-style-type: none"> • <i>I understand how a team scheduled combined middle school operates</i> • <i>I understand important upcoming events/activities as it pertains to</i> <ul style="list-style-type: none"> o <i>Student Learning</i> o <i>Schedule</i> 	

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o TA
<p>To prepare for this meeting, please:</p> <ul style="list-style-type: none"> ● Review the agenda ● Review draft norms (community agreements) - find them on the staff blog :) <p>LINKS: Blog: https://humsstaffblog.blogspot.com/</p>

Appreciations: Katelyn back, Sarah for the Roland Meeting, Jodie support, Jackie and assemblies,

Time	Topic	Follow up or Task
3:00	Calendar	Rube G - March 28th Assemblies Spirit Week SBAC Fun Night - May 17th
3:05	Assessment Windows	
3:....	March 22	March 22 Full Faculty Break Out Groups - how did ELOx contribute or not to the overall progress of our students. ELOx time (Next ELOx - April 29 and 20th) TA survey for TA's
3:10	Attendance	Checking on families/students
3:15	TA	Harry Frank ?
3:17	Assessments	
3:20	Conferences	May 1 and 9 (Parent/ conferences May 1 and 9 3:00 - 6:30)
3:40		
3:30	Board News	

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3:55		

HUMS Team AGENDA Feb 5 , 2019 DRAFT to be completed by Tuesday AM Afterschool Location: Kendra's Room	
Topic: General Update of events and activities for the middle school, continued discussion regarding.... xxxxx	Attendees: HUMS Team Facilitator: D. Pierson Note taker: Time keeper:
Learning Targets: <ul style="list-style-type: none"> • <i>I understand how a team scheduled combined middle school operates</i> • <i>I understand important upcoming events/activities as it pertains to</i> <ul style="list-style-type: none"> o <i>Corn hole boards</i> o <i>Composters need</i> o <i>Harwood Union Booster</i> o <i>Responsive Classroom end of year schedule</i> o <i>Conferenes (quick review)</i> 	
To prepare for this meeting, please: <ul style="list-style-type: none"> • Review the agenda • Review draft norms (community agreements) - find them on the staff blog :) LINKS: Blog: https://humsstaffblog.blogspot.com/ Transition Time line 6th grade to 7th grade... Elem to HUMS timeline	

Appreciations: ELOx positives - Enrichment was amazing, Recovery seemed to work.
 Lisa T,

Time	Topic	Follow up or Task
3:00	Calendar	Assembly - Feb 21, 2019 Conferences DATES (May 1 and May 9) End of Year celebration - the boat on the lake with guards June 7th.....
3:05	Youtube	Update on use and approval of videos for classroom use.

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3:10	Corn Hole Competition	
3:15	Composter	
3:20	Discipline Updates	
3:20	Recess/Lunch	New lunch/recess plan due lack of middle school gym availability
	Fun Night	Fun Night?
3:17	Verification discussion	
3:20	CBMS - how does their schedule work	Wendy Moore
3:40		
3:30		Board Update
3:55		

<p style="text-align: center;">HUMS Team AGENDA January 15 , 2019 DRAFT to be completed by Tuesday AM Afterschool Location: Kendra's Room</p>	
<p>Topic: General Update of events and activities for the middle school, continued discussion regarding teaming, ELOx and RC opportunities</p>	<p>Attendees: HUMS Team Facilitator: D. Pierson Note taker: Jacki Time keeper:</p>
<p>Learning Targets:</p> <ul style="list-style-type: none"> ● <i>I understand how a team scheduled combined middle school operates</i> ● <i>I understand important upcoming events/activities as it pertains to</i> <ul style="list-style-type: none"> o <i>Corn hole boards</i> o <i>ELOx</i> o <i>Composters need</i> 	

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- o Harwood Union Booster*
- o Responsive Classroom end of year schedule*
- o Conferenes*

To prepare for this meeting, please:

- Review the agenda
- Review draft norms (community agreements) - find them on the staff blog :)

LINKS:

Blog: <https://humsstaffblog.blogspot.com/>

ELO-X information:

https://docs.google.com/document/d/1jDeSeUKsGsmJ0jT4EKOKxKX2ARZyRHWZgh_TYPKYI-g/edit?ts=5c0eabf0

Transition Time line 6th grade to 7th grade...

[Elem to HUMS timeline](#)

APPRECIATION:

- 7th Grade Celebration of Learning

Time	Topic	Follow up or Task
3:00	Jump Rope	Duane will look into how often the system updates
3:05	Backpack review	Going ok; survey end of next week
3:10	Corn Hole Board Competition	Bring boards to Duane this week. Duane will apply varnish
3:15	Next Assembly	Feb 21st; Idea for video of whole MS lip sync
3:17	Conference Dates	General consensus is to hold conferences later in the year - end of April (Currently scheduled for March - 2 weeknights; about 2 weeks after return from Feb. break)
3:20	ELOx	HUMS ELOx <ul style="list-style-type: none"> ● Data on this doc is based on last week's Jump Rope info ● Focus is on missing work - "M"s on Summative Assessments

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		<ul style="list-style-type: none"> Students with “M”s will be pre-booked and locked Teachers decide how many blocks (1 or 2) and whether they are back to back or 1 block on 2 separate days Enrichment can relate to strengthening skills, or be an additional fun academic opportunity; 80 minute blocks Announcement about ELOx to students in TA on Jan. 28
3:40	CBMS	Hear about team teaching
3:50	RC	Week after school ends... 4 - 5 days @ CBMS
3:55		

HUMS Team AGENDA December 18 , 2018 DRAFT to be completed by Tuesday AM Afterschool Location: Kendra’s Room	
Topic: Teaming 19-20 school year, budget update, feedback about D. Pierson, MTSS	Attendees: HUMS Team Facilitator: D. Pierson Note taker: Jacki Time keeper:
Learning Targets:(need to update Duane) <ul style="list-style-type: none"> <i>I understand our current school status as well as opportunities as it relates to climate, curriculum, communication and community.</i> <i>I understand the adjusted schedule and its impact on my day.</i> <i>I understand the opportunities and constraints around Teaming for next year</i> <i>I understand the budget proposals, impacts on spaces and programs</i> 	
To prepare for this meeting, please: <ul style="list-style-type: none"> Review the agenda Budget update Please complete the survey on D. Pierson and Teaming Review draft norms (community agreements) - find them on the staff blog :) <p>LINKS: Blog</p> <p>ELO-X information:</p> <p>https://docs.google.com/document/d/1jDeSeUKsGsmJ0jT4EKOKxKX2ARZyRHWZgh_TYPKYI-g/edit?ts=5c0eabf0</p>	

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APPRECIATION:

Time	Topic	Follow up or Task
	Norms	- Brief Check in
	D. Pierson Survey Review	- D. Pierson
	ELO-X	ELO-X
	Teaming Survey Review	Review the survey on Teaming for the 19-20 school year Implication for PD/opportunities and constraints.
	Assembly Programming	First Assembly Date is 12/20
	MTSS meetings	
	Adjusted Schedule	How is it going?
	Lunch and Recess	A New Hope

<p style="text-align: center;">HUMS Team AGENDA Oct 24 , 2018 AM Location: Kendra's Room</p>	
<p>Topic: October Check-in - TA and Parent Teacher conferences, budget</p>	<p>Attendees: HUMS Team Facilitator: D. Pierson Note taker: Jacki Time keeper:</p>
<p>Learning Targets:(need to update Duane)</p> <ul style="list-style-type: none"> ● <i>I understand our current school status as well as opportunities as it relates to climate, curriculum, communication and community.</i> ● <i>I understand our important upcoming dates as it relates to PD and conferences.</i> ● <i>I understand the budget proposals, impacts on spaces and programs</i> 	
<p>To prepare for this meeting, please:</p> <ul style="list-style-type: none"> ● Review the agenda ● Budget Notes from the blog ● Field Trip process ● Review draft norms (community agreements) - find them on the staff blog :) 	

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LINKS: Blog

Time	Topic	Follow up or Task
8:15	Brief check in Topics needed to be discussed	<ul style="list-style-type: none"> - MS Assembly on Mon. 11/19? Need to confirm w/ Stef - Concerns about the whole MS together - TAs should be spread out more in Auditorium - Students who have had difficulties in the past -- talk to them prior to the assembly and then find an assigned seat for them- separate -- with a teacher with them - Pacie/Kayden/Dasan/Tim/Tonly V/ Eamon/(list below) - Considering showing the Science Fair movie on 11/19 since we already have the assembly scheduled with music dept -- this would be a good first assembly with no teachers on stage so we can focus on audience behavior
5 min	ELO - Specials	<ul style="list-style-type: none"> - If we can leave at least 2 ELO blocks open a week for MS Assembly Band and other groups/clubs would be helpful - discussion about having clubs during ELO 1 only - Problems with 4 core teachers taking kids during ELO 2 so if small numbers of kids are signed up somewhere the other teachers have HUGE groups - Why can't HS have MS kids during ELO 1 & 2? (Kendra) - Services and clubs are not en masse- - Can we get more staff to help during ELO? - One on one and small group instruction is not able to happen during ELO blocks - Suggestion: have specials teachers take some of the students - SUGGESTION; HAVE A SUB COMMITTEE TAKE ON THE ELO ISSUE (SI/DP) -- Duane will follow up with teams about committee once he gets more information
5 min	Field Trip Process	
5 min	HUMS Budget	Review only (attention on PD chart)
10 min	Film Event	Thank you for your interest in screening SCIENCE FAIR! As a host, you will receive a DVD and a screening kit, including graphics and a discussion guide, at no cost to you.

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		<p>The only requirements to participate are that you do not charge admission, post on social media at least once, and provide feedback and photos after your event for us to share with National Geographic. Can you please confirm your request for a SCIENCE FAIR screening on November 16, 2018, so we can ship the DVD on time? We need 1 set date, so our shipping team delivers your DVD on time.</p> <p>We will be submitting your request to National Geographic for approval. This process can take anywhere from 7-10 days. In the meantime, please feel free to reach out with any questions. Thanks!</p> <p>Pacie, Kayden, Tim, Dasan, Tony V, Eamon</p>
15 min	Conferences	<p>Review</p> <ul style="list-style-type: none"> -goal setting going well -Practice Conferences during ELO next week
5 min	TA	<p>CornHole Boards and supplies:</p> <ul style="list-style-type: none"> -Order completed, needs to be sent
10	New lunch proposal	<p>A new hope..</p> <ul style="list-style-type: none"> -new proposal -lots of student feedback -- -CBMS -kids eat and then can go out when they want to instead of lining up like a herd to leave the cafeteria -there will be an option to hang out in the cafeteria till 12:35 - Paul said that is fine -Duane will put together a written proposal about this

<p style="text-align: center;">HUMS Team AGENDA Sept 26 , 2018 AM Location: Kendra's Room</p>	
<p>Topic: September Check-in on operational topics regarding HUMS</p>	<p>Attendees: HUMS Team Facilitator: D. Pierson Note taker: Time keeper:</p>
<p>Learning Targets:(need to update Duane)</p>	

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- *I understand our current status as well as opportunities as it related to climate, curriculum, communication and community.*
- *I understand our important upcoming dates as it relates to PD and conferences.*

To prepare for this meeting, please:

- Review the agenda
- Review draft norms (community agreements) - find them on the staff blog :)

LINKS:

Time	Topic	Follow up or Task
8:15	Brief check in Topics needed to be discussed	
	Lunch Groups	SLP's Wed, Thursday, and Friday (3 groups of four students total) Newspaper- Student Council-Thursdays Dungeons & Dragons 🐉 Monday/Tuesday?
	Fire Drill Review Thoughts	Happening next week with bus evac. October 2nd 8th grade parent meeting will end at 8am TA leaders will stand behind the bus to meet students as they exit, and students will return to TA classrooms **Let's remind students about expectations (students need to be with groups/ we can spread out more/partners should be together) and we'll add these to the slideshow
	HUMS Budget	DP is reviewing it. What initiatives would you like to direct money toward, going forward? Field trips or furniture, etc.
	Climate How is it going	Tables for recess and mornings in the gallery? Seems supervision is still a challenge in mornings and recess. Duane's approachability is a huge positive Unstructured times are hard. Communication point person via Duane is great. Food Service is please with increase in breakfast
	Assembly	Thurs. Stephanie's students will present but we don't have a location.

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		<p>Let's split the grades and have the HS students talk to the small groups at 11:40 (two groups for 10 minutes each or two groups for twenty minutes each?)</p> <p>Friday (Spelling Bee) Some stuff for the TA slideshow for right before the Bee about how to get into the auditorium without disrupting picture day</p>
	Oct 1 progress reports Jump rope	<p>Assessment summary, new look - under the menu on the left.</p> <p>Jumprope is now working for 8th graders</p> <p>7th graders did log in to Jumprope during English class (with a few exceptions)</p>
	MTSS	<p>For MTSS meetings, how do they occur?</p> <p>7th grade version: every two weeks with Lisa Th. and we worked in a single document all year, more or less. (previously team leader tried to call the same process and it worked about the same way)</p> <p>Now, Alpine will hold the MTSS info.</p> <p>Duane will come to team meetings soon, after meeting with L Th.</p>
	Chromebooks	<p>Time for chromebooks to go home? 7th graders are sending them home Friday. 8th Graders are same?</p> <p>Duane will email families when we let him know who hasn't</p>
	ELO updates	<p>Can we do a standing wellness Multipurpose room activity during ELO?</p> <p>ELO 2 need for smaller groups in classes.</p> <p>Can Megan host students in the Library?</p>

<p style="text-align: center;">HUMS Team AGENDA August 28, 2018 3:00 - 3:45 Location: Kendra's Room</p>	
<p>Topic: How do we work together and individually as a team to support the ongoing work of HUMS</p>	<p>Attendees: HUMS Team Facilitator: D. Pierson Note taker: Time keeper:</p>

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Learning Targets:(need to update Duane)

- *I understand our opportunities and learning from our school start 18-19*
- *I understand unique issues or student concerns*

To prepare for this meeting, please:

- Review the agenda
- Review draft norms (community agreements) - find them on the staff blog :)

LINKS:

Schedule: 3:00 - 3:45

Time	Topic	Follow up or Task
3:00	First two days Review	A lot of transitions Games at end of day were successful - 7th grade Appreciate the assembly - Troy Smooth start in past few years Better communication as a school
	Quick ideas about next year	Maybe 7th start day one and 8th day two How can TA help with 7th grade transition? Bus Routes Student input on first two days 8th graders help with 7th Coordinate better with 9th grade team for specials Keep students on first day for the whole morning Reduce transitions Print out of class rosters and point person to refer (Liz can help) Reformat the schedules that are sent home in the summer to ease confusion Streamline the info given - what is the pertinent info needed about classes, routines, expectations, video, etc that students need - make a video for students Student Voice: https://docs.google.com/document/d/1caWShaamUCDc2UO7Melu60vI0Vb3_Tj9v2EVY8uszjl/edit
	Math/ Individualization Pathways....	How do we manage individual schedules for students that are doing something different - math, science, home-school hybrid CBMS/HUMS switches..
	Open House	Totem Poles displayed

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		<p>Coordinate with specials teachers</p> <p>Jen and Duane will make a skeleton schedule and then teams fill it in</p> <p>Need some coordination among the rooms - center around the 3Cs</p> <p>Communication home - time to check out classrooms and meet teachers - NOT to have 1:1 conversations</p>
	Jon's Quick Question	Needs prizes (Thanks in advance!)
	Upcoming Events	<p>Hike - 9/14 to Mad River</p> <p>Spelling Bee by end of the month (about 6 kids per grade)</p> <p>HS Assembly practice on 9/13 during 3A</p>
	Gym (AM)	Duane will check about opening it in the am as long as bathrooms are locked
	TA (advisory)	<p>Announcements (Liz has the document we can use... Link: Totems next week...)</p> <p>Slide show link</p>
	Schedule	1A and 2A ELO's for tomorrow 8/29 - but tell them what specials

<p style="text-align: center;">HUMS Team AGENDA August 22, 2018 1:30 - 2:30 Location: Kendra's Room</p>	
<p>Topic: How do we work together and individually as a team to support the ongoing work of HUMS</p>	<p>Attendees: HUMS Team</p> <p>Facilitator: D. Pierson</p> <p>Note taker: Angela: Notes from 08.22.2018</p> <p>Time keeper:</p>
<p>Learning Targets:(need to update Duane)</p> <ul style="list-style-type: none"> • <i>I understand the schedule and its impact on each grade</i> • <i>I am aware of specific curricular dates and it place in our 18-19 school year</i> • <i>I understand the need to complete and publish a syllabus for this school year</i> 	

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To prepare for this meeting, please:

- Review the agenda
- Review draft norms (community agreements) - find them on the staff blog :)

LINKS: [TEAM 8 AGENDA](#) and [TEAM 7 AGENDA](#)

Schedule 1:30 2:45

1:30	Feedback	Information gathered from the last meeting
1:40	Curriculum	<ul style="list-style-type: none"> - Reading, Reading Groups, Classroom Libraries - SAP opportunities with teaching and learning - 8th/7th grade schedule - Team Meetings to be scheduled <p>-Two Day Schedule for Duane!</p>
		<ul style="list-style-type: none"> - School Trips? - Hike on the 14th Hike <ul style="list-style-type: none"> Flynn Performance/ Other MS wide Field Trips - FLYNN: We have reserved 160 TICKETS to see CANDOCO DANCE PERFORMANCE - FEB 21, 2019 -- show at 10 am (need busses)
	2:00	<ul style="list-style-type: none"> - Powerschool - TA Rosters -- distributed - Student Led Conference Prep and TA and PLP/Goals Setting/ SLC Dates <ul style="list-style-type: none"> - How? Who? - -Celebration of Learning Evening in April - Middle Level only? <ul style="list-style-type: none"> - Successful last and previous years - need to figure out scheduling conflicts with District
2:30		<ul style="list-style-type: none"> - Syllabus
3:00	End	Feedback link here: https://goo.gl/forms/yn4iETajPcZhPtBo1

1:30	Feedback	Information gathered from the last meeting
1:40	Curriculum	<ul style="list-style-type: none"> - Reading, Reading Groups, Classroom Libraries - SAP opportunities with teaching and learning - 8th/7th grade schedule

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		<ul style="list-style-type: none"> - Team Meetings to be scheduled - Two Day Schedule for Duane!
		<ul style="list-style-type: none"> - School Trips? - Hike on the 14th Hike <ul style="list-style-type: none"> Flynn Performance/ Other MS wide Field Trips - FLYNN: We have reserved 160 TICKETS to see CANDOCO DANCE PERFORMANCE - FEB 21, 2019 -- show at 10 am (need busses)
	2:00	<ul style="list-style-type: none"> - Powerschool - TA Rosters -- distributed - Student Led Conference Prep and TA and PLP/Goals Setting/ SLC Dates <ul style="list-style-type: none"> - How? Who? - -Celebration of Learning Evening in April - Middle Level only? <ul style="list-style-type: none"> - Successful last and previous years - need to figure out scheduling conflicts with District
2:30		<ul style="list-style-type: none"> - Syllabus
3:00	End	Feedback link here: https://goo.gl/forms/yn4iETajPcZhPtBo1

<p style="text-align: center;">HUMS Team AGENDA August 22, 2018</p> <p>8:15 - 10:00</p> <p style="text-align: center;">Location: Kendra's Room</p>	
<p>Topic: How do we work together and individually as a team to support the ongoing work of HUMS at it relates to TA planning</p> <p>Attendees: HUMS Team</p> <p>Facilitator: D. Pierson</p> <p>Note taker: Nick</p>	

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Time keeper:	
Learning Targets:(need to update Duane) <ul style="list-style-type: none"> • I will explore possible TA activities to be utilized for the first four weeks of school • I understand the importance of developing a cohesive TA plan that support a connected school 	
To prepare for this meeting, please: <ul style="list-style-type: none"> • Duane will make copies of TA activities that focus on connection. • <p>LINKS: TEAM 8 AGENDA and TEAM 7 AGENDA</p>	
Schedule 8:15 - 10:00 (Break at 9:15) 1. 8:15 - Middle School Meeting regarding TA changes etc 2. 8:30 - Explore activity options in small groups 3. 9:30 - Report out - connections, opportunities and implementation 4. Feedback - what else do we need to consider? Responsive Classroom Advisory Book <ul style="list-style-type: none"> • Themes - let's weave these into the environment (bulletin boards, activities, posters, etc.) <ul style="list-style-type: none"> ◦ https://home.cricut.com/ - for decorations • A common TA slideshow/document - for announcements, ELO menu, etc. • Not covered in full meeting: <ul style="list-style-type: none"> ◦ Common tasks for each TA to compete against ourselves (connected to overall TA/school message) - If every classroom completes task "proficiently", a prize is earned ◦ Advisory playlists ◦ Student website tabs <ul style="list-style-type: none"> ■ About me - done in TA ■ PLP - done in TA ■ ePortfolio - done in core class • First week - build totems 	

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HUMS Team Retreat AGENDA August 17, 2018 7:30 - 3:30 Location: Harwood	
Topic: How do we work together and individually as a team to support the ongoing work of HUMS	Attendees: HUMS Team Facilitator: D. Pierson Note taker: Angela Notes from 08.17.2018 Time keeper: Kendra
Learning Targets: <ul style="list-style-type: none"> ● Reconnect with teams, introduce new members ● I can identify what I bring to the team and how others contribute to the team. ● I understand how we have agreed to work together as a team. ● I understand the tasks necessary to ensure a engaging/curious start to the school year ● I understand the important points as they relate to supporting our educational/socio-emotional goals for our 7th and 8th graders this coming school year. 	
To prepare for this meeting, please: <ul style="list-style-type: none"> ● Review the agenda ● Review draft norms (community agreements) - find them on the staff blog :) LINKS: TEAM 8 AGENDA and TEAM 7 AGENDA	
Schedule AM, PM until 1:30	

Time	Item or Topic	Task/Follow-Up
7:30	Breakfast	Duane to bring breakfast Breakfast in Duane's office
8:00	Connections	Connections activity - paper task Compass Points
8:15 9:00	Duane	Overview "C" About Learning Norms for Staff Meeting draft: Staff Meeting Norms Roles for the meeting? Timekeeper, Facilitator, Notekeeper
9:15 9:35	Break	

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<p>9:35 10:30</p>	<p>Climate</p>	<ul style="list-style-type: none"> - Melody & her role next year - Closing the loop on communication re: discipline - Nick/Jacki Report Out on Responsive Classroom Course - Non-Negotiables/ Cell Phone Policy/ Headphones- posting behavioral guidelines? - ASSEMBLY CREW FOR MS- have HS Assembly Crew model/Coach - Rooms - unsupervised and supervised - Transitions - supervision - Earbuds - not in when you come in class - Expectations for Common Area Usage - Expectations for StopDropRead, Team Meeting, General Classroom Conduct - Sign In/Sign Out -- class preparedness - Harwood School Wide Common Expectations? - Posting Non-Negotiables in Team Area <ul style="list-style-type: none"> - Postings in our rooms - Common Discipline Plan - Planning area/ office/where can we send kids who need to be removed from class - phone call to Hillary/Eric? - Tier 1 vs. Tier 2 Behaviors and Responses - Sharing information <ul style="list-style-type: none"> infractions and consequences/ spreadsheets? Closing the loop on need to know information before we get it from students - Video Shorts about BEHAVIOR -- Teachers create videos to show students how to ACT specifically: <ul style="list-style-type: none"> - <i>When entering classrooms (and materials to bring)</i> - <i>Snack/ Lunch</i> - <i>SDR</i> - <i>At lockers/ in Gallery/ Walking to class</i> - <i>in the lunchroom and on way to lunch</i> - <i>in morning - gallery behavior when arriving</i> - <i>where cell phones should be kept during school</i> - <i>tracking the talker and one speaker at a time</i> - SNACKS -Duane
		<p>FIRST DAY OF SCHOOL INTRODUCTION - 10-15 min</p>

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10:30	Break	Break 15 minutes
10:45		<ul style="list-style-type: none"> - Beyond the Classroom - Clubs and Activities - Clubs/Groups/Organizations/Academic Opportunities -- when are they going to meet? How will events happen? Advisors? <ul style="list-style-type: none"> - <i>Spelling Team & Scripps Spelling Bee- hoping to run the spelling bees in the auditorium this year - Jacki Advisor</i> - <i>Geo Bee (also hoping we can run assembly style) - Sarah Advisor</i> - <i>Harwood Hardcopy Student Newspaper- Jacki Advisor</i> - <i>HUMS Student Council - Katelyn/Jon Advisors</i> - <i>HUMS QSA -- Kendra Advisor</i> - <i>MS Sustainability Club - (Wendy?)</i> - <i>MS Rock Band -- Curtis/ Jacki Advisors</i> - <i>Possible MS Assembly Crew? Part of the Student Council or separate? Hoping to get them together with HS assembly crew for mentorship during ELO - Jacki/ Duane/ Curtis Advisors?</i> - <i>Tech Crew - Curtis (invitation only)</i> - <i>Robotics/ Maker-Space Club</i> - <i>Gaming Club</i> - <i>Minecraft Club</i> - <i>Garden Club?</i> - <i>Getting to Y leadership group- Jen/Mara</i> - <i>Anti-tobacco (VKAT) leadership group- Jen/Mara</i> - <i>Spreading kindness -school climate group-Jen</i> - <i>Cooking club? Jen</i>
		<ul style="list-style-type: none"> - Facilities: Water fountains, new entry flooring, painting, restoring, beautifying, etc -- Gallery Soundsystem
11:00	Communication	<ul style="list-style-type: none"> - Chromebooks & Chargers - groupings and storage (consider keeping in classrooms w/ sign out policy? - like CBMS model) - Responsible Use Training? Chromebook Work Form idea/ Chromebook distribution and labels for chargers - ELO -- will it be the same as this year during ELO 2? <ul style="list-style-type: none"> -- Management ideas -- Offerings/ Spreadsheet & Early Training w/ students to access offerings to inform sign ups - MailChimp Newsletters on Teams - Links out? - Shared Staff Connection - Google Classroom - Staff Bio - Blogs... - Study Hall Lists and Assignments

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		<ul style="list-style-type: none"> - Students will make a list of work -common form for this??? owed and how to work on during study hall/ Jump rope check routine - Team Meetings- schedule? Content? Student roles?
12:00	LUNCH-	Duane
12:30	Curriculum	<ul style="list-style-type: none"> - First Week of School <ul style="list-style-type: none"> - Schedules - First 2 Days Template (for students) - First week Course Verification discussion and agreements? - Reading, Reading Groups, Classroom Libraries - SAP opportunities with teaching and learning - 8th grade schedule for next year - - discussion - 7th grade? - 8th grade first day
		<ul style="list-style-type: none"> - School Trips? - Flynn Performance/ Other MS wide Field Trips <ul style="list-style-type: none"> - FLYNN: We have reserved 160 TICKETS to see CANDOCO DANCE PERFORMANCE - FEB 21, 2019 -- show at 10 am (need busses)
	1:00	<ul style="list-style-type: none"> - Powerschool - TA Rosters -- distributed - Summer Letters to TA kids/ postcards? - Student Led Conference Prep and TA and PLP/Goal Setting/ SLC Dates - Academic Recovery Days - what does that look like next year? - -Celebration of Learning Evening in April - Middle Schoolwide? <ul style="list-style-type: none"> - Successful last and previous years - need to figure out - scheduling conflicts with District
	1:25	<ul style="list-style-type: none"> - Quick Update on design
1:30	TA leader meeting	<ul style="list-style-type: none"> - Elizabeth/Sarah/Duane Meetings about TA groups Teachers - time in classroom
3:30	End	Feedback link here: https://goo.gl/forms/yn4iETajPcZhPtBo1

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