

Bracken STEAM Academy
Task Force Meeting
February 18, 2020
4:00 p.m. - 5:30 p.m.
Room 18

Purpose

As explained by Ms. Mangino, the problem-solving TF is a temporary task force of teachers and parents with the goal of coming together to work on a plan of action for bringing the school community together in the best interest of the students.

I. Welcome

Ms. Mangino welcomed the parents and teachers and thanked them for agreeing to be a member of the problem-solving Task Force (TF). She recognized that this team comes together with many different skill sets, strengths, experiences, backgrounds, yet we are all here for the students.

II. Outcomes

The outcomes for the first meeting were reviewed. These included:

- Relationship building so that everyone operates with a belief that we will capitalize on the diverse skills, experience, and expertise to reach a common goal for Bracken STEAM Academy.
- Develop a common understanding that this is a problem-solving task force.
- Develop a list of topics to be addressed through the problem-solving TF.
- Establish a schedule for future meetings.

III. Introductions

Each TF member introduced themselves and responded to one of the following questions:

- (1) What excites you about the work we are going to do together?
- (2) What skills can you contribute to the team to help us reach the overall goal?

Members in attendance: Mr. Boulware, Ms. Bristol, Ms. Cheatham, Mr. DeMott, Mr. Harris, Ms. Harris, Ms. Henderson, Ms. Herbert, Ms. Spells, Ms. Swift, Ms. Zblewski, Ms. Sretenovic, and Ms. Mangino.

IV. Activity

All TF members participated in a team building activity. The activity was designed for each team member to collaborate with one another to establish a pattern, determine how to adjust when additional items were added to the pattern, and to communicate to maintain the pattern when people were removed from the task and new people were added. At the end of the activity TF members shared how they felt during the activity, and what they noticed. Overall, the TF members shared they relied on one another when things changed, and communication and collaboration was critical for the team to succeed in maintaining the pattern when additional items were added to the task.

V. Establish Norms

TF members worked with their tablemates to discuss the importance of norms and brainstorm a list of norms for the TF. All identified norms were shared with the whole group and discussed.

The following is a full list of the norms discussed:

- Solution-oriented dialogue
- Open mindedness
- Assume best intentions
- Ownership language (Ex. I feel)
- Mindful of time
- Be open to non-closure
- Address issues in a timely manner
- Safe place
- Concise
- Face-to-face contact
- Robert's rules of order
- Secretary for notes
- Respect and open-mindedness
- Speak in fact not in emotion
- Clear statement of purpose
- Quorum and how we vote
- Good listener
- No side conversations
- Confidentiality

The TF agreed norms should be limited to no more than five (5); however, if it is determined a norm needs to be added at a later time that was acceptable. The following norms were agreed upon:

1. Be mindful of time (ex: starting and ending time; length of time someone speaks)
2. Dialogue will be solution oriented and aligned to a clear statement of purpose
3. Task force meetings are a safe place and confidentiality will be maintained as appropriate
4. A notetaker will capture meeting minutes

VI. Consensus

TF members engaged in a discussion about consensus being a general agreement or a judgement arrived at by most of those concerned. Additionally, they discussed the following questions:

- How have you been involved in consensus-building and shared decision-making?
- What are the benefits and challenges of consensus-building and shared decision-making?
- How will our team understand and value all perspectives?

The TF members agreed it is important that everyone has an opportunity to speak and voice their ideas, ask for clarification, and listen carefully. The team agreed various strategies may be used to reach consensus.

VII. Identifying Topics

As a problem-solving task force, the members engaged in dialogue about topics to address. To begin this process, each TF member wrote topics individually, and then worked in three groups to share and categorize the topics. After each group shared, four topics emerged for the task force to address.

As a way to arrive at consensus to determine the order the four topics would be addressed, each team member received five (5) stickers, or votes. Each TF member was provided with an opportunity to attach the five stickers to the four topics based on their personal order of importance. After all stickers were attached to the topics, the vote results were tabulated.

Bracken STEAM Academy Problem-Solving Task Force

Clear Vision (26 votes)	School Climate and Culture (21 votes)	Teacher Retention (10 votes)	Collaboration (3 votes)
The following statements were combined by the TF members to arrive at the overall topic to be addressed.			
<ul style="list-style-type: none"> • Clear statement • Creating vision and focus together • Vision and philosophy • School vision • Clear expectations vision for future • Transparency in School Performance Plan (academic performance, budget, teacher expectations) • Clear expectations for staff, students, parents • Program retention <ul style="list-style-type: none"> ◦ STEAM ◦ Garden ◦ Computer lab ◦ STEAM field trips 	<ul style="list-style-type: none"> • Teamwork • Building trust • Building "I got your back" • Staff happiness • Culture • Communication and honesty • Be honest and if someone doesn't have an answer then say that • Relationships • Relationship building is important between all stakeholders • Actions of all stakeholders sends messages • Increase parent involvement • Teamwork • Communication between staff • Appropriate communication between teachers and parents 	<ul style="list-style-type: none"> • Teacher retention • Expectations for next year's teachers 	<ul style="list-style-type: none"> • Time to collaborate and reflect • Collaboration with staff • Full and true collaboration • More communication between admin, staff, and parents • Increase parent involvement • Magnet expectations communicated • Discipline and behavior expectations • Clear communication of all the Bracken committees, and what each committee's responsibilities hierarchy

VIII. Meeting Schedule

The next TF meeting will be held on Thursday, February 27, 2020 from 3:45 p.m. - 5:30 p.m. in Room 18.

IX. Exit Ticket

Each TF member completed an exit ticket with the following prompt: "Explain one takeaway from our time together that you would share with the task force members who were not in attendance."

The following word cloud was created using the comments from the exit tickets:



X. Questions

These minutes were reviewed approved by the Task Force members on February 27, 2020.