

Bracken STEAM Academy
Task Force Meeting Minutes
February 27, 2020
3:45 p.m. - 5:30 p.m.
Room 18

Norms:

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

I. Welcome

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

II. Introductions

III. Review and approve meeting minutes from Tuesday, February 18, 2020

All members of the task force received a copy of the February 18, 2020, meeting minutes to review for accuracy and to provide an opportunity to add any information that may have been missed. After two spelling errors were corrected the task force members approved the minutes.

IV. Norms

Task force members had an opportunity to review the norms agreed upon from the previous meeting. After review all members were in agreement and did not want to make any changes.

V. Outcomes

The outcomes for the meeting were reviewed. These included:

- Operate with one common understanding of vision.
- Understand the benefits of a collaborative vision.
- Purposefully plan collective commitments to identify stakeholders' actions aligned with the vision of Bracken STEAM Academy.
- Determine how and when information will be shared with stakeholders.
- Establish the next task force meeting schedule.

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VI. Defining vision

The task force members reviewed and agreed upon the following definition of vision: A realistic, credible, attractive future for an organization. Vision answers the question, "What do we hope to become at some point in the future?"

DuFour, Richard, et al. *Revisiting Professional Learning Communities at Work: New Insights for Improving Schools*. Solution Tree, 2012.

VII. Principal Sretenovic's vision

Ms. Sretenovic shared her vision with the task force members. The task force members asked clarifying questions and shared additional information. Below is a list of statements discussed during the task force meeting.

- Students should be actively involved in their own learning path and set goals for their growth and achievement.
- High expectations should be maintained.
- Students should have multiple investigative experiences throughout the year in all areas of STEAM. STEAM should be integrated into daily instruction. This would include hands-on, project based learning, and technology.
- Students learning should be monitored to ensure each student is making growth and achievement each year.
- Students should be excited to learn. Students should have curiosity beyond the classroom.
- A focus should be on the whole child which includes academics and social emotional.
- Opportunities for collaboration between the administrator and teachers and among teachers should be provided weekly for the purpose of planning, reviewing student performance data, extending learning and providing interventions based on students' needs, and to support the decision-making process.
- Teachers must hold each other accountable for planning.
- Teachers should collaborate with each other and the administration to identify professional learning needs.
- Structures should promote leadership throughout the school. This gives teachers opportunities to collaborate with their peers and the administration, share their knowledge and expertise and be involved in planning and decision making at the school.
- Teachers should be innovative, creative, and constantly looking at new ways of providing instruction and meeting students' needs.
- The STEAM theme must continue to provide students with multiple opportunities to explore science, technology, engineering, arts and mathematics.
- Teachers, administrators, and parents should collaborate to meet the needs of

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all students. Parents should know and understand their students' academic strengths and areas of growth.

- Families should have opportunities to be involved in the improvement efforts of the school.
- Resources should be provided to help each student at his or her level.
- Teachers, administrators, and parents should work together to ensure students have the resources they need and to ensure consistency between home and school. For example, Kelso's Choices, a tool for teaching conflict management to children.
- Families should have full confidence that all school employees are using their professional judgement to ensure all students reach their potential.
- Families understand the chain of communication within the school.
- Families are continuously informed of what is occurring at the school.

VIII. Purposefully plan collective commitments

Time did not permit this to be addressed during the meeting.

IX. Next meeting schedule

The task force members set the next meeting for Tuesday, March 3, 2020, from 4:00 p.m. - 5:30 p.m.

X. Communication

The task force members discussed the importance of providing the staff and community with a full copy of the meeting minutes. It was determined the minutes would be posted on the school website and a Parent Link would be sent out to parents informing them of where to locate the information.

XI. Exit ticket

XII. Questions