

Collaborative Conferencing Meeting Minutes
November 12, 2012

1. ***Establish Meeting Dates/Locations for 2013:***

Nov. 30, 2012	3:30-5:30pm	Director's Conf. room
Dec. 11, 2012	4:00-6:00pm	Director's Conf. room
Jan. 25, 2013	3:30-5:30pm	Director's Conf. room
Jan. 9, 2013	4:00-6:00pm	Director's Conf. room
Feb. 12, 2013	4:00-6:00pm	Director's Conf. room
Feb. 22, 2013	3:30-5:30pm	Director's Conf. room
Mar. 12, 2013	4:00-6:00pm	District Meeting room
Mar. 21, 2013	4:00-6:00pm	District Meeting room
Apr. 9, 2013	4:00-6:00pm	Director's Conf. room
Apr. 26, 2012	3:30-5:30pm	Director's Conf. room
May 14, 2013	4:00-6:00pm	Director's Conf. room

2. ***Process for recording minutes:***

Ericka will alternate with member from Mgt. Team (requesting Ann Griffin was discussed). Minutes include background, facts, information when applies to agreement. Consider providing a section titled "Fact Check" to provide information.

3. ***Results of Survey:***

Were provided to members for review – will discuss issues at next meeting. Suggested reviewing Tennessee Teaching 2011 survey also.

4. ***Develop Norms Brainstorming***

The following norms were discussed and agreed upon by members present:

- Allow for a complete thought.
- One person at a time speaks.
- Respect feelings/expressions.
- Restrict side bar conversations.
- Alternating seating (every other).
- Cell phones on vibrate (e-manners).

- Keep time limit.
- Quorum will be 4 from each team, unless agreed upon.
- Expert presentations allowed.
- Limit and limited caucus time (15 minutes or less).
- Consensus defined as mass (70%) comfortable, 100% supported.
- Each member consensus.
- Minutes posted on website/newsletter.
- Observe speaking order.
- Alternate facilitator/recorder.

5. ***Discuss completion goal, develop timeline:***

Complete no later than May for BOE approval on July 1st. Issues with fiscal impact priority

6. Discussed establishing place on website to post minutes – Also include minutes in employee newsletter.

Prepared by Jeanine Chester