

## Minutes from WSHS New Schedule Steering Committee on 2-08-07

Chair Ramona Pierson

- Introductions
- Expectations – individuals write down expectations, not shared
- Ground rules and meeting norms
  - Allow people to complete their thought (no interrupting)
  - Everyone has a voice
  - Treats (struck, but we hope someone does! ☺ Thanks for coffee Ramona)
  - Respectful dialogue
  - Start/end meetings on time. Speakers keep to individual time limits
  - Focus on all students' learning needs.
  - Anticipate compromise
  - Work for consensus
  - Address ideas, not individuals/personalities
  - Assume good intent by all
  - Respect confidentiality

- Come prepared to work – do your homework
  
- Everybody read the handout 'Schedule Counts' prior to the next meeting. Paper copies were available.
  
- Parent and Teacher note takers selected. Nancy Swenson and Bob Court. They will take notes for the first few meetings and then duty may be rotated.
  
- Discussion on best meeting times. Decision to meet 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays from 3:00 - 4:30. Our next meeting will be 2/27. Meeting may be moved to a classroom on the first floor (easier to circle desk). Pat to check availability.
  
- Ramona gives the group a timeframe. The steering committee must have a recommendation by the end of June 2007. If a recommendation is not ready at the time that meets the school board and Carla Santorno's criteria, then Carla has mandated that the school will change to the 6 period-day. A new schedule will be adopted for the school year 2008-2009, one way or the other.
  
- Ramona asks that the WS Herald reporter not attend when students are attending.
  
- Parent and Teacher breakout groups to discussed/brainstormed communication plans to move information out of the team and concerns back to the team as well.

PARENT BRAINSTORM IDEAS:

- WSHS Website  
Blurbs (summary information) for busy people and a link provided for detail information. Also a link for parent input/feedback to the committee.
- WestSide Notes with same content as the website.
- PTSA Newsletter (goes home monthly or every 2 months to all families.
- Postcards sent home as necessary to supplement the Newsletter.
- (Kid mail deemed unreliable.)
- Need to have a phone number to receive feedback from parents; a way for them to contact the parent reps.
- IA's at school to translate postcards and other info.
- Provide flyer and parent reps to talk to at the Spring open house. Ask for bilingual help at the open house for new and current students.
- Information included in the student newsletter.
- Information to the greater community through 'letters to the editor' in the West Seattle Herald
- First bullet information provided to Madison/Denny and elementary school newsletters. The next customers.
- Flyers posted on bulletin boards at the school.

- Teachers came up with their communication plan. Plans were shared and discussed. Idea of a voting link on the web was discussed, but acknowledged that the vote would have no value because of the cross section of students voting as well as the ability of students to vote many times.  
(I didn't get all their points, but you will get them from Mr. Court.)
- Ramona describes a seating arrangement used in other groups where the primary team is seated together at a table with backups and visitors behind; an inside circle, outside circle setup.
- There is no budget for mailings.
- There is funding for translators.
- Meeting adjourned on time.

Minutes provided by Nancy