

## My Meetings: Here's What

**Teacher Leader Name: Amber Clark**

**Initiative Name: Increasing Parent Involvement**

<b>Meeting</b>	<b>Meeting Date</b>	<b>Start Time</b>	<b>End Time</b>	<b>Number of Attendees including Facilitator</b>	<b>Location</b>	<b>Seating arrangement</b>	<b>Administrivia / Learning Agenda Focus</b>	<b>Number of Agenda Items</b>	<b>Number of Agenda Items Processed</b>
<b>1</b>	Wed Feb 20, 2013	2:00	2:45	6	my classroom	circle	Dialogue & Discussion 1. common agreements 2. trust article 3. concerns about sending parent emails ~ 95%	3	3
<b>2</b>	Wed March 6, 2013	2:00	2:35	6	my classroom	circle	Dialogue & Discussion 1. common agreements 2. biggest hurdles 3. progress ~ 95%	4	3

<b>3</b>	Wed March 27, 2013	2:00	2:35	6 my classroom	circle	Dialogue & Discussion 1. common agreements 2. Lisa present 3. Info - send Paul 4. Feedback ~ 95%	4	3
<b>4</b>	Wed May 1, 2013	2:00	2:45	8 (Judith, JC, Amal)	my classroom	circle Dialogue & Discussion 1. common agreements 2. Email guidelines 3. Other suggestions 4. Tasks ~ 95%	3	3
<b>5</b>	Mon Sept 9, 2013	9:45	10:30	5 (team leaders)	Kawthar's classroom	square Dialogue & Discussion 1. How can we support one another? ~ 95%	5	5
<b>6</b>	Wed Sept 18, 2013	2:00	2:45	6 (2 new members)	my classroom	circle Dialogue & Discussion 1. housekeeping 2. 3 tasks ~ 90%	3	3

7 Wed Oct 23, 2013	2:00	2:45 6 (Selina)	my classroom	circle	Dialogue & Discussion 1. common agreements 2. GUIDELINES ACCEPTED 3. read text 4. Selina present 5. Analyze data from Survey ~ 95%	5	5
8 Thurs Nov 28, 2013	12:40	1:20	4 my classroom	circle	Dialogue & Discussion 1. common agreements 2. Welcoming environment ~ 95%	3	3

<b>9</b> Tues Jan 7, 2014	2:00	2:45 7 (Paul and Selina)	my classroom	circle	Dialogue & Discussion 1. common agreements 2. present ideas 3. Paul and Selina priotize ~ 95%	3	3
<b>10</b> Sun Feb 16, 2014	2:00	2:45 6 (Paul)	my classroom	circle	Dialogue & Discussion 1. common agreements 2. parent day 3. parent survey ~ 95%	2	2