



Eliot-Hine Middle School
LSAT Meeting Agenda
Wednesday, October 9, 2019
4:45pm-5:45pm

School Wide Focus:

- Increase staff and student satisfaction by moving from compliance to trust.
- Establish a safe, positive, and predictable school environment built on trust.
- Build the foundation of a rigorous IB program across the school
- Implement an effective schoolwide communication plan

Meeting Outcomes

1. Complete 4P capture chart for the team
2. Nominations and Elections for LSAT Chair, Secretary
3. Review the CSP Goals

Community Agreements

- *We come prepared.*
- *We begin (with present attendees) and end on time.*
- *We disconnect and ENGAGE, ENGAGE, ENGAGE.*
- *We remain focused on the objectives and agenda.*
- *We confront reality – be humble, open, and transparent.*
- *Once we make a commitment, we are a united voice.*

Time	Picture (What)	Purpose (Why)	Plan (How)
			Materials
4:45-4:55	Opening Routine Connections Community Agreements/Intentions	To connect as a community; to bring our best selves to this learning space	Connection Activity: Find a picture in your phone that represents Excellence, Responsibility, Integrity or Commitment (ERIC)
			Agenda
4:55-5:15	Team's Picture, Purpose, People, and Plan	Create a common understanding of the purpose of the team, what roles each person will play, what the team will ideally become, and the plan for getting there	Group Discussion 4Ps
5:15-5:40	Review of CSP Goals & Tracking	To gain an understanding of the SY 19 – 20 CSP goals (Review, Questions and Suggestions of the document)	Question & Answer
5:40-5:45	Closing Routine	To show gratitude; to close out our learning session	



4Ps Template

We will use the 4Ps to communicate about teams and initiatives throughout the school. This will help ensure that we always are on the same page from the start. Each “P” is a different priority for different individuals. Some people want to know the end game. What will this actually look like if we’re successful? Some people need to know why a team exists or an initiative is being introduced in order to get behind it. Some want to know who the players are and what the roles are for each. And some of our detail-oriented friends just want the excel spreadsheet of tasks and deadlines that shows the plan.

Consider which of these is most important for you personally to really buy-in and engage on a team or with a new initiative. Discuss this as a team. What implications does this have for your work together as a community and, specifically, your communication as a team.

Use the graphic below to define your team’s 4Ps.

PICTURE (The What)	PURPOSE (The Why)
PEOPLE (The Who)	PLAN (The How)

Eliot-Hine LSAT Meeting
October 9, 2019

Present

Brittney Slaughter
Amy Weedon
Angelique Sanders
Marlene Magrino
Ophelia Morgan
Breyton Smith
Keiron Philips
Kim
Dave Pinchotti
Chris Grenier

Set the Community Agreement Intention and Inquiry Question

Introductions

Elected
Co chairs—Ophelia Morgan and Chris Grenier
Secretary—Amy Weedon

Discussion of people in the room, their roles or whether there are other positions or points of view that should be included. Decided that Chris Vann may be asked to be consulted to advise with issues related to academics.

What is the role of the LSAT?—Support and advise the principal on initiatives as it relates to the CSP to monitor progress and inform future budget/staffing decisions. Build capacity for public interaction and comment.

Format for meetings: Advise, Listen and Make Informed Decision.

Advise: Get out an agenda in advance with data so that people can come prepared for discussion.

Listen: Review the materials and discuss what is going well and what can be better.

Informed Decisions: Provide input to help the principal make decisions

CSP Goals/Targeted supports

1. Building out IB program—Trained staff, teacher working groups, consultant, roll out of goals
2. Organizational culture—Turn Around for Children

Discussion of how the targeted supports and focus aligns with the CSP. Reviewed the overview and goals of the four CSP areas—Shared Leadership, Engagement, Culture of Achievement and Academics.

SEAT assessment is a Turn Around For Children assessment on school culture. At the next meeting we will review progress from the assessment last spring and current data.

Request to review the plans as it relates to the CSP areas. Map out the LSAT agendas based on when we would expect to see data or progress to celebrate success or talk about challenges.

Discussion around how Higher Achievement can support school objectives.

ERIC Shout outs: Shout out for community of people being present and doing the work. Responsibility for being prepared and ready to do the work. Happy for the standard of excellence and that everyone wants to hold themselves to a high standard.

Next Meeting on November 13 at 4:45pm