

Location: Mayerson Academy**Date:** May 2, 2018**Time:** 12:30 PM

Attendance:

Kara Hill, Krystn Metzger, Josh Miller, Jan Checco, Gerald Checco, Drew Schwetschenau, Kevin Marsh

Agenda Items

1. Purpose + History / All
2. Status Check / All / On-going / Identified issues were referred to KEB and committees for action
3. Goals / KEB / 5-2-18 / Clarity on organizational structure, decision making process, and current priorities
4. Meeting cycles / KEB / 5-2-18 / Agreement on Leadership Team Meeting time

Decisions

1. Organizational Structure—The development of the CANS CLC will be represented and led by project manager Kelley Bagayoko who will work with the school's staff and district administration to carry-out the vision of the CANS Advisory Group in collaboration with the CANS PTO, school based committees, and community partners.
2. Decision Making Process—Decisions will be made in a way that aligns with the established organizational structure. Strategic decisions will align with established law and district policy. These decisions will be made by the Advisory Group Leadership team in collaboration with the project manager. These organizational and operations strategies will be implemented by project manager, staff, committees, and partners.
3. Current Priorities—CANS priorities continue to change as goals are achieved and as new information becomes available. Current priorities include school design, staffing, and enrollment. Through the Key Driver Diagram (KDD) development process, goals and plans will be developed for all areas of priority.
4. Alignment—After Leadership Team decisions, committee leads should align the work of their committees with that decision in order to achieve synergy. Volunteer resources are precious and should be used in the most well considered and efficient manner possible. Minutes from Leadership Team meetings will be available on the CANS website. Committees should produce minutes of their meetings in a format recommended by the Leadership Team. A shared google calendar will be created to publicize meetings and events.
5. Meeting Cycles—The CANS Leadership Team will meet at 12:30 PM on the first Wednesday of each month.

New Action Items

1. Confirm + publicize Rawson Estate as location of next general AG meeting / KEB, Metzger, Marsh / 5-15-18
2. Communicate to Assistant Superintendent Bunte a desire for CANS project manager to participate and have significant decision-making authority in the CANS hiring process. / KEB / 5-11-2018
3. Interview and demo lesson for candidates to fill anticipated CANS 1st grade classroom / KEB / 6-5-18

Other Notes

Monthly AG meetings should include a general overview of CANS and brief (2-3 mins) committee updates in a welcoming, non-intimidating format. The primary goal of AG meetings is to welcome in new parents, families, and supporters. Committee updates should provide highlights, accomplishments, meeting information, and 1-2 specific volunteer opportunities only. Each meeting should offer an opportunity for questions and answers.