

MEETING AGENDA FOR School Start Time Task Force

<u>Date:</u> February 19, 2014	<u>Time:</u> 5:00-7:00pm	<u>Place:</u> Carver Professional Development Center Room 101
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Desired Outcome: *At the end of the meeting we will have:*

- Articulated the charge of the Task Force
- Identified topics requiring further exploration
- Identified the order to explore topics
- Identified logistics for the upcoming meetings

Decision Making Model: *Consensus -- Gather Input and Decide*

Topic	Person Responsible	Objective	Estimated Time	Process
Welcome/ Introduction	Kathy Lane/ Maureen McMahon	Brief Introduction/ Discussion of the purpose of the meeting	10	Presentation/Discussion
Overview of the Charge- Expected Outcomes	Maureen	Task Force Infrastructure	15	Presentation
Identify Topics to consider	Maureen	Use current body of work to isolate topics to explore each month	45	Discussion
Select order of next three topics to explore	Kathy	Isolate relevant topics which require exploration	25	Consensus
Logistics <ul style="list-style-type: none"> • Meeting times/dates • Hard copies/ electronic • Gmail accounts 	Kathy	Gather input on logistics related to subsequent meetings	15	Presentation/Discussion
Next meeting: <ul style="list-style-type: none"> • Date/Time • Topic • Questions that might require data/resources 	Maureen	Closure	10	Discussion