

**College Park High School  
Friday, August 21, 2015**

**Staff Meeting  
Multi-Use Room**

Presenters (in order)

Paul Gengler, Kathleen Strange, Jami Greer, Kelsey Barker, Gary Jensen, Aline Lee, Patrinia Redd, Mike Burstein

<b>Meeting Norms and Protocols</b>
<ol style="list-style-type: none"> <li>1. Begin and end on time; be mindful of agenda and time</li> <li>2. Come prepared and participate</li> <li><b>3. Use a consensus model for decision-making</b></li> <li>4. Keep agendas decision/action based; begin with most critical items' identify informational vs. discussion vs. action items; use email for announcements when possible.</li> </ol>
<b>CPHS Focus for 2014-2015</b>
<ol style="list-style-type: none"> <li>1. Refine a sustainable yet fluid plan for an RTI period</li> <li>2. WASC goals</li> <li>3. Continued evaluation of bell schedule</li> </ol>

**MEETING AGENDA**

TIME	PURPOSE inform, clarify, discuss, decide	ACTIVITY
7:30 – 8:00		Coffee and treats in the MU
8:00 – 8:05	inform	Paul Gengler – Welcome
8:05 - 8:15	inform	Kathleen - Review of past school accomplishments, reacquaint with staff portal
8:15 – 8:30	inform, clarify	Jami - TOSA responsibilities, current direction and changes at CPHS
8:30 - 8:35	inform	Kelsey - Introduction of student split for VP and Guidance Counselors
8:35 – 8:55	inform, clarify	Gary, Aline, Patrinia - facilities, scheduling, special ed, attendance
8:55 – 9:00	inform	Kathleen – Explanation of remainder of day
9:00 – 9:15	Break	On Your Own
9:15 – 9:45	1 <sup>st</sup> session inform, clarify	RTI in MU for A-J (Kathleen and Jami)
		AVID in Library (computer room) for K – Z (Kate)
9:55 – 10:25	2 <sup>nd</sup> session inform, clarify	RTI in MU for K-Z (Kathleen and Jami)
		AVID in Library (computer room) for A – J (Kate)
10:30 – 11:30	inform, clarify, discuss, decide	Department Meetings
11:30 - 1:00	Lunch break	Lunch on your own
1:00 – 2:55	inform, clarify	Paul and VPs – Staff Portal, Syllabus, VP duties, Donation Requests (AB 1575), Reimbursements, Field trips, Fire inspections, School Meeting Calendar, School Site Council Teacher Reps, Mandated trainings, Safety Plan Review, Discipline Matrix
2:55	inform	MDEA - Hallquist

**Agenda for Monday, August 24, 2015: Staff Workday from 8:00 am to 3:00 pm, lunch on your own,**

- **Optional Aeries Training at 1:30 in computer lab for new teachers and those who did not attend last year. District IT anticipates Aeries will be running by noon on Monday, August 24.**