

Time	Topic	Activities	Materials	Goals & Outcomes
5:00	Introduction	<ul style="list-style-type: none"> • “comings and goings” • review meeting agenda and agreements • review meeting roles for today and next meeting • pair/share – most enjoyable part of the holidays 	<ul style="list-style-type: none"> • agenda • agreements 	<ul style="list-style-type: none"> • build an equity-centered professional learning community that models collaboration, trust and empowerment. • work toward a shared vision and leadership of CP Academy.
5:10	Constituent and SubCommittee Reports	Work in progress, main concerns for students, parents, and faculty. (5 minutes each) Data Subcommittee Whole School Outcomes Subcommittee Homework Issue Subcommittee	Constituent groups responses Subcomm. reports	<ul style="list-style-type: none"> • Maintain communication between constituent groups & inform each other about ongoing work, • surface impending issues. Hear updates on subcommittee work.
5:40	Current Business: Homework	Last meeting asked homework subcommittee to define questions that need to be researched to develop action plan around homework issue. Review past efforts to address this issue, review minutes December leadership council mtg. (10 min) In small groups, define questions that need to be researched to develop action plan around homework issue. (10 min) Report back and identify themes. (10 min) Set subcommittee membership and mtg time (2 min)	Minutes	Give homework subcommittee direction
6:12	DINNER			
6:20	New Business: Academic Support – English (30 minutes)	\$10,000 donated for Academic Support Report on Writer’s Room Connection – set up grant-writing subcommittee to work on BSEP grant Report on additional tutor for science.	Writers Coach Connection info	Develop action plan that will ensure progress toward establishing program.
6:50	Closure	<ul style="list-style-type: none"> • process observations • meeting reflections <ul style="list-style-type: none"> -- whip: did we achieve our goals? what worked for you today? what needs more work? -- reflection sheets • announcements * set subcommittee meetings 	<ul style="list-style-type: none"> • reflection sheets 	<ul style="list-style-type: none"> • build an equity-centered professional learning community that models collaboration, trust and empowerment. • work toward a shared vision and leadership of CP Academy.

Roles this meeting: Facilitator – Annie Timer – Recorder – Process Observer -