

Norms:

- ✓ Ensure all voices are heard
- ✓ Stay on task and be aware of timeline
- ✓ Use thumbs up or down as consensus on group decisions
- ✓ Assume positive intent
- ✓

Team:

April Capuder - Brooks 6th Gr AP	Cat Clarke - Longfellow Intermediate Special Education
Steve Cummins - D97 Senior Human Resource Director	Marion Ivey - Longfellow Kindergarten Teacher
Dr. Carrie Kamm - D97 Curriculum & Instruction Director	Ashley Kannan - Julian 8th Gr Humanities Teacher
Dr. Carol Kelley - D97 Superintendent	Paul Manus - Beye 4th Gr Teacher
Jason Morrell - Julian 6th Grade Science Teacher	Keshia Warner - Whittier Elementary Principal

Outcome/Task/Agenda item	TIME/ Facilitator	Notes/Dialog
Review Norms and Agenda	3 min	
Develop Group Norms		Group ensure all voices are heard PERA Committee Represents voices Be aware of timeline (timekeeper to help stay on task/topic & check ourselves) Consensus on decisions - Thumbs up Going forward to meet even if all can't meet but if a decision is needed Assume positive intent
Discussion of "Thinking Partner"/PERA expert to assist work of team	Cat, et. al.	Local IEA checked - there were no red flags raised Think partner is not leading PERA committee but to share her insights Committee Decided to bring Thought Partner Cathy Gustafson (unanimous vote)
Update on communications outlet for stakeholders	Carrie/ Ashley 3min	Who cascade information to and how? Posted agenda/notes via website and twitter #oakpark97 Union - <ul style="list-style-type: none"> ● in process of creating an advisory team so every department has input by contacting department chairs (input would be sent to PERA email and any notes if meet will be shared via PERA email as well) ● send information via PERA email bc shared with everyone at once
Update on email communications	Jason 3 min	PERA@op97.org has been created to send and receive emails related to this process. adleadership@op97.org "schoolname" opta@op97.org ; "centraoffice" opta@op97.org Link to website: http://www.op97.org/committees/PERA-Joint-Committee.cfm
Timeline		Create and present to larger community Can include decision making points/vote (solicit input prior to discussion issues) Can include needed feedback from stakeholders prior to our discussion at committee meetings

PERA Committee Meeting Dates All meetings will be from 4pm to 6pm at the district office		Friday Oct 30th Monday Nov 30th Thursday Dec 17th Monday Jan 11th Monday Jan 25th Monday Feb 8th Monday Feb 22nd Monday Feb 29th Monday Mar 14th Thursday Mar 17th Monday Mar 21st		
CLOSING MOVES: Review Action Items/Due Dates Process Facilitation	3 min	To be prepared to the next meeting and review action items Next date 12/17 (Marion will need to leave early)		
ACTION ITEMS	PERSON(S) RESPONSIBLE	DUE BY	UPDATE/NOTES	
Contact Cathy Gustafson to attend 12/17 meeting	Steve Cummins	12/17	Input on timeline finding out how other districts solicit members outside committee for input Belief - what drives what is best for us: What were student growth model and % decisions and rationale behind those choices for other area districts	
Review Part 50 Rules- add questions to shared document	Everyone	12/17		

Attachments: