

## ● Drake High School Agenda

Organization:     DLC     Date:     5/22/19    

**3:45 p.m. Drake High Main Office**

| <b>Purpose/Outcomes for Meeting:</b> <ul style="list-style-type: none"> <li>Establish norms, roles and organizational overview of the DLC.</li> <li>Provide information on a policy change.</li> <li>Review Honor Crew Application</li> </ul>                       |   | <b>Norms and/or Agreements:</b> <ul style="list-style-type: none"> <li>Be respectful</li> <li>Don't Repeat</li> <li>Wait to be called on</li> <li>Stay on topic</li> <li>Come prepared and bring materials</li> <li>Cell phone on vibrate</li> </ul>   |  |                           |
|---|---|--|--|---------------------------|
| <b>Purpose for Agenda Items Key:</b> <ul style="list-style-type: none"> <li>Information Sharing- IS</li> <li>Learning- L</li> <li>Discussion- D</li> <li>Planning- P</li> <li>Delayed Decision Making- DDM- (For one month)</li> <li>Decision-making- DM</li> </ul> |   | <b>Roles:</b> <ul style="list-style-type: none"> <li><b>Facilitator-</b> Organizes meeting by using agenda</li> <li><b>Time-Keeper-</b> Provides updates on time use for agenda items</li> <li><b>Process Checker-</b> Provides clarity on norms/agreements</li> <li><b>Notetaker-</b> Takes notes, provides copy to team</li> </ul> |  |                           |
| Time  | Agenda Item   | Person   | Outcomes and Purpose   | Notes                     |
| 10 min  | Welcome<br>DLC Business<br>Approval of minutes from 4-17-19 | L. Seabury   | Set up working business for all meetings. <b>P, D</b>        | -Minutes 4-17-19 attached |
| 60 min  | Single Plan for Student Achievement 2019-20 Review          | L. Seabury   | Review the plan, give feedback and approve. <b>IS, D, DM</b> |                           |
| 10 min  | DLC wrap-up for 2019-20                                     | All  | Thank you!!  |                           |