



**Meeting Information:**

<b>Meeting Name:</b>	CISA Workgroup
<b>Date &amp; Time:</b>	September 8, 2015 at 3:30PM to 4:30PM
<b>Location:</b>	Eagle Ridge Academy room 131
<b>Invitees:</b>	
<b>Attendees:</b>	Erica Higgins, Erica Powell, Susan Roeber, Annette Drieslein, Tiffany Goedjen

**Meeting Agenda / Objective(s):**

Objective(s)	Upon Debrief: Objective Met?
1. Set a Calendar for meeting times through out the year	Yes
2. Determine what will be covered at each meeting from the mandate	Yes
3. Set a time for the WBWF annual report presentation	no
4.	

**Meeting Minutes:**

- We discussed the report received from the Minnesota Department of Education (WBWF) Summary.
- We went through the mandate and made a few minor updates.
- We set a meeting schedule for the remainder of the year.

November	January	February	May	August
Q-Comp Goals Smart Goals DDI check in DDI Process and Teacher Eval Process	New Curriulum Review Graduation Standards review	DDI and Teacher Eval check in	DDI and Teacher Eval check in Check in on Reporting of Area of Strength and Area of Growth for PLC, curriculum overviews, Classical coordiantors, and Core Knowelge. Review of annual budget	Review Test scores

**Decisions:**

1.	Meeting dates for the rest of the year: Monday, November 2 <sup>nd</sup> ; Tuesday, January 12 <sup>th</sup> ; Tuesday, February 9 <sup>th</sup> ; Tuesday, May 10 <sup>th</sup> ; Tuesday, August 9 <sup>th</sup> .
2.	See chart above for topics of meetings.
3.	



**Assigned Action Items (What's Next?):**

Task	Accountability	Due Date	Date Completed

**What's Been Accomplished?**

Task	Who Was Responsible?	Due Date	Date Completed

**Parking Lot / Issues to be Resolved in Future Agendas:**

Date	Issue	Priority	Risk	Notes
9/8	Presentation of WBWF report	High		Find a time to present to the board.