**From:** Brian Botts
**Sent:** Tuesday, January 23, 2018 11:07 AM
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**Subject:** today's meeting..........

Today’s meeting is happening….here’s a sort of agenda:

We are going to meet today but I may or may not be back in time as I got called away from campus.

1. Parent meeting updates – calls are going out this week and process started….since you all met last we have developed a 3 step documentation method so that we have a clean paper trail for CYA and tracking.
	1. Ms. Covington can provide 9th and 10th grade GPA lists as FYI
	2. Some freshmen GPA were re-calculated by hand to include the missing Algebra and Geometry grades.  Ms. Kirkpatrick can provide any sort of rationale if you don’t understand.
	3. Coach has details about process we are using to document communication to families.
2. Graduation – Ms. Clinton, Ms. Betz and I met and have some new ideas to enhance graduation.
	1. Ms. Clinton will talk you through the opportunity to nominate students for various things and remind you of the date and time (in the arena this year).
3. Ms. Kirkpatrick has agreed to help Ms. Covington with organizing and administering testing.
	1. Ms. Covington has an updated calendar to share.
	2. Thank you Ms. K!!
4. Some of the other ideas that were kicked around last time we were in grade level teams are alive and well, just want to firm them up before we start considering them as a group.
5. Scope and Sequence reminder – please and thanks before the duty day in February!