



**Agenda: Certified Meet & Confer**

Wednesday, November 30, 2022 | 4:30 pm - 7:00 pm | T-4

**Purpose Interest:** We are engaged in a collaborative process to create solutions that are in alignment with best professional practices, ensuring optimal compensation and working conditions that maximize student learning.

Item	Desired Outcome	I/D/A*	Facilitator	Time	Minutes
Welcome and Introduction	Team will welcome new members.	I	All	4:30 pm	
Review Agenda	Team will understand the goals of the meeting.	I	Kinora	4:45 pm	
Purpose of Meet and Confer	Team will review the purpose of Meet and Confer as outlined in Board Policy HABA.	I	Kinora	4:50 pm	
Problem of Practice	Team will define problem of practice to explore more in depth.	I	Jo	5:00 pm	
Root Cause Analysis	Team will work in small groups to conduct a root cause analysis about the problem of practice.	I/D	Team	5:15 pm	
Break				6:00 pm	

<b>Share Root Cause</b>	Team will share root cause analysis in order to generate topics for Meet and Confer discussion.	I/D	Kinora and Jo	6:10 pm	
<b>Discuss and Prioritize Hypotheses</b>	Team will discuss and prioritize hypotheses from Fishbone activity.	D	Kinora/Jo	6:30 pm	
<b>Calendar Dates</b>	Team will review the meeting dates and times for the 22-23 school year.	I/D	Kinora	6:45pm	
<b>Communication Process</b>	Team will understand the communication process that will be utilized this year with stakeholders. <a href="#">Communication Log</a>	I/D	Kinora and Jo	6:50 pm	
<b>Next Steps, Agenda, Closure</b> <ul style="list-style-type: none"> <li>Next meeting Monday, January 25, 2023 4:30 pm - 7:00 pm</li> </ul>	Team will confirm agenda priorities for the next meeting, identify needed information, and provide feedback to improve effectiveness for future meetings.	D/A	Team	6:55 pm	

<b>Needs/Questions</b>	<b>Immediate</b>

**\*I = Information, D = Discussion, A = Action/Decision Point**