

The group agreed to have a focussed meeting, where all members feel free to participate. Meetings will begin at 2:20 pm and end at 4 pm on the second Thursday of each month. There will be a goal driven agenda with the next meeting scheduled for January 14th, 2010.

1. Old Town Visit by committee members

Size/Staff-Old Town Middle School is 1/3 the size of the New HA and is a consolidation of 4 schools. We need to come up with a priority list based on our needs.

Custodial Staffing- It is ½ mile walked to empty all the garbage cans from the classrooms in the new HA.

Social and Emotional Transitions- Old to new

2. Topics of discussion:

- two days pay for teachers to help box up their classrooms and set up their new rooms.
- no volunteers- to avoid public judgement on what is kept and what is not kept
- little to no furniture will be going- storage will be available at new site and faculty will have input on what is needed.
- Locked Storage needs to be available in new school
- teachers will need to consolidate and throw out old files
- suggestion: professional to pack and move the library
- each department will have their own special needs for the move (ie art, science)

3. Things to think about unique to the New HA.

- How many teachers will retire and not go to the new building?
- Lunch Procedures
- Technology- train more than one person to do some tasks (ie. the bell system, the heating system)
- **Head Janitor should be trained and visit schools with geothermal heating.

4. What does a green building offer with a Silver LEAD Certification ?

- building materials from Maine
- green cleaning products
- recycling of parts of the Old Academy
- motion sensitive classroom lights that turn off after a period of time if no movement is detected
- Temperature control throughout the building

automatic bathroom flushes, motion sensor water and dryers

5. Priorities posted on sheets around the room with the following categories:

- Rituals
- Ownership
- Updating Faculty and Staff
- Visits to Site
- Public Relations
- Speakers
- Artifacts
- Firsts and Lasts at both new and old HA
- Public Procedures
- Acclimating Staff
- Physical move
- What to change and what not to change

6. Jim presented “Change as a Process”

A. Status Quo

B. Denial, Distortion, Disagreement

C. Confusion/ Chaos

D. Integration

- The old way to the of change: Thinking to Behavior to Results

The new way of thinking CAPABILITY = (WILL) X (SKILL) X (Access)