

## Minutes Form

**Meeting Title:** Mullen School Planning Team

**Date:** December 3, 2019

**Members:** K. Gerth, D. Nigro, D. Ciancio, S. Weinheimer, J. Miranda, C. Witherell, P. Kuun, L. Barnum, S. Dowd

**Absent:** H. McAndrew, S. Davison, C. Hout,

**Roles:**

<b>Leader:</b>	D. Nigro	<b>Minutes Taker:</b>	D. Nigro
<b>Facilitator:</b>		<b>Time Keeper:</b>	8:15am – 8:45am
<b>Recorder:</b>	K. Gerth	<b>Observer:</b>	

**Information Shared:**

- **Holiday Events**  
\*Let Diana know if you have anything fun planned that you would like her to be a part of. She'll be happy to add it to her calendar and stop in.
- **Parent/Teacher Conferences**  
\*The Potluck food sign up for conferences is in the office. We will have the food for the 5<sup>th</sup> and leftovers for the 6<sup>th</sup>.
- **Christmas Movie and Lunch**  
\*There will be a holiday luncheon for faculty and staff on Friday, December 20<sup>th</sup>. Everyone will get an extra 30 minutes for lunch that day. Students will go to the aud for a Christmas movie during your extra time.
- **MAW**  
\*Santa letters are due Friday, December 13<sup>th</sup>. Santa will be here to pick them up that morning.  
\*Friday, December 13<sup>th</sup> is also Pajama Day.
- **Sunshine**  
\*Our after the holidays party will be on Saturday, January 11<sup>th</sup> at Amy Feldmann's house. Look for an email invitation soon.

**Issues Discussed (Decision Points Identified):**

- **Round Table**
  - Diana will be sending out some fun “dress up” days for faculty and staff to participate in for the month of December if you choose.

**Action Register:**

<b>Task</b>	<b>Assigned to</b>	<b>Report Date</b>
December dress up for faculty/staff	Diana	December 2019
After the Holidays Party Invitation	Sunshine/Kim	December 2019

**Parking Lot / New Items:**

What	Who	Date	Done

**Next Meeting:**

**Date:** January 7, 2020

**Time:** 8:15am

**Place:** Room 113