

Minutes Form

Meeting Title: Mullen School Planning Team

Date: June 9, 2016

Members: K. Fox, B. Halgash, S. Davison, T. Crean, D. Ciancio, T. Merritt, N. Bailey, C. Hout

Absent:

Roles:

Leader:	B. Halgash	Minutes Taker:	B. Halgash
Facilitator:		Time Keeper:	8:15am – 8:45am
Recorder:	K. Fox	Observer:	

Information Shared:

- **Flag Day**
 - *Tuesday, June 14th
 - *Ceremony will be held at approx. 2:00
 - *Color Guard will be here again
 - *Each grade level will perform a patriotic song – just stand where you are to sing your song
- **Field Day**
 - *Thursday, June 16th
 - *Brad has the schedule from Steve. They are working out the kinks.
 - *Everyone will be in the gym at 9:15 for a Young Audience performance until 10:00. Field Day will begin immediately following the performance.
- **Third Grade Picnic**
 - *Thursday, June 9th – 12:15-2:15
- **Last Week of School Schedule and Agenda**
 - *This has been sent out
 - *See Brad for questions and/or concerns
- **End of Year Luncheon**
 - *Wednesday, June 22nd at 11:30
 - *See emails from Kim for more information
- **Classroom Cleaning/Closing for Summer**
 - *Brad is meeting with Steve to discuss expectations
- **Desk/Locker Clean out**
 - *Decide **as a grade level** when you will clean out desks and lockers.
 - *Let Steve know when you will do this so he can leave garbage bins in the hallway.
- **Domain 4**
 - *See Brad when ready
- **Yearbooks**
 - *Coming June 14th
- **End of Year Checklist**
 - *Brad will send out

Action Register:

Task	Assigned to	Report Date
Flag Day songs	Brad/Kelly Ersing	June 14 th
Field Day	Steve Trenchard/PTSA	June 16 th
End of Year Luncheon	Sunshine	June 22 nd
End of Year Checklist	Brad	Soon

Parking Lot / New Items:

What	Who	Date	Done

Next Meeting:

Date: September 2016

Time: 8:15am

Place: Mullen Conference Room