



Commissioner's Principal Project Advisory Team
Wednesday, September 21, 2014 (1:30 pm – 3:00 pm)
New York State Education Department
89 Washington Avenue, Albany, NY (Room 5A-5B)

1. Welcome (1:30 pm) Commissioner Elia
2. Introductions (1:35 pm) Co-Chairs
3. Start point (1:45 pm) Co-Chairs
 - Each member takes a single post-it.
 - List the single most-important issue or concern you have related to this work.
 - Post-its are collected (later, themes that emerge are shown).
4. Platform (1:50 pm) Co-Chairs
 - Charge, deliverable, and success criteria
 - Starting assumptions
 - o Recommendations that emerge are those supported by consensus.
 - o To address this topic well requires access to relevant information.
 - o Responsible stewardship requires handling sensitive data appropriately.
5. Norms (1:55 pm) Co-Chairs
 - Minutes reflect the official account.
 - Jointly support what we help create.
 - Reach consensus using an established process.
 - Meetings are held in public but are not meetings of the public.
 - Because there are “no stripes”, members and their contributions are valued equally.
 - To responsibly handle sensitive material, disclose if and when results are preliminary.
6. Housekeeping (2:00 pm) Co-Chairs
 - Notebook contents (how to access project web-site)
 - How do we stem “mission creep?”
 - o Lock in agreements, record them in minutes, and post them prominently.
 - o Avoid revisiting decided issues; so cross each bridge once.
 - o Use a “Parking Lot” to record promising ideas that are beyond our charge.
 - o Avoid trying to cure world hunger, refrain from prescriptions beyond our charge
7. Team workouts (2:05 pm) Facilitator
 - To achieve more as a team than anyone can alone, do we agree to be reasonable & flexible?
 - Results from the “Start point” opening exercise
 - Takeaways: “If you could have what you want in an ideal prep program what would you have?”
 - o Work individually and silently to identify two important “takeaways” from the homework.
 - o Turn to your neighbors to form a group of three; compare notes on your “takeaways”.
 - o Reach as much consensus as you can as a team around a rank ordering of “takeaways”
 - o Write the list on chart paper and place the chart paper on the wall. Be ready to report out.
 - Data by source
 - o As a 3-some, identify a finding from graphed survey results that is worthy of our attention
 - o As a 3-some, identify a finding from focus group themes that is worthy of our attention
8. Save the date conversation and then adjourn (2:50 pm) Co-Chairs