**M. U. Lujan Elementary School**

**Agenda for School Improvement Team Meeting**

Attendees: N. Dela Cruz, E. Taisipic, V. Quinata, Tash (MTO), Grace (MTO), Sherry (parent and staff rep)

Date: December 30, 2016

**\*Met informally with several team members and discussed the following.**

Agenda Items:

1. Current Status – **V. Quinata inputs issues into Munis as they come up, School admin continues to monitor work and progress of MTO staff daily. Mr. Taisipic is assigned to do daily walkthrough and report to NDC every morning. There have been significant improvements in the quality of work being done by custodial contractors as we continue to work closely together.**
   1. Number of current deficiencies
   2. Number of work orders submitted
   3. Number of deficiencies resolved
2. Progress on Goals
   1. **Review new issues identified from weekly walkthroughs and included in monthly report. Weekly checklists submitted to Facilities and Maintenance. Monitoring list updated and include current issues.**
   2. **Met with PTO officers and discussed ongoing issues regarding facilities and how they could support the school. PTO will be brainstorming on what activities they can do to address and prioritize issues.**
3. Next Steps
   1. **Continue daily/weekly walkthroughs**
   2. **Meet with cadre**
4. Items to include for next meeting
   1. **Review and monitor action plan**