

<b>Date</b>	9/23/10	<b>Time</b>	8:40 – 10:00 a.m
<b>Facilitator</b>	Olga Leon	<b>Room</b>	Counseling Office
<b>Subject</b>	8 <sup>th</sup> Grade class officer meeting		
<b>Attendees</b>	Oliver Martinez, President Estefania Matos, Vicepresident Andy Ng, Treasurer Roosvelt Jean, Secretary		

<b>Key Points Discussed</b>		
<b>No</b>	<b>Topic</b>	<b>Highlights</b>
1	Roles as class representatives	⇒ Students read and discussed position descriptions. Counselor reminded students of importance of actively participating in all meetings. Students will receive and read constitution prior to general meeting. Discussed need for class officers to have lunch meetings or at times other than the monthly meetings even when a meeting is not organized by the counselor. Students stated that they want to make sure group is informed of class officer involvement and feel motivated to participate.
2	Class goals	⇒ Students will create list of class goals and objectives based on information gathered from classmates via survey or posting in class. The list should include desired activities for the current and/or following year. Counselor reminded students to clarify that these will need to go through a review and approval process.
3	Service project	⇒ Counselor informed students that they should also think about becoming involved a service project (in and out of the school) that reflects specific values. Class representatives will ask classmates what type of community contributions they would like to make.
4	Support school activities	⇒ Students were informed that as class representatives, we would like them to be more involved in school organized activities, such as tonight's open house. Vice-president volunteered to attend tonight's event and bring another classmate.

<b>Action Plan</b>			
<b>No.</b>	<b>Action Item</b>	<b>Owner</b>	<b>Target Date</b>
1	Gather class emails	Roosevelt	9/30/10
2	Plans for next two years	Oliver	10/06/10
3	Community Service Ideas	Andy & Estefania	10/06/10
4	Survey: trips for next year	Roosevelt	9/30/10
5	Distribute copy of constitution to class officers.	Counselor	9/27/10

Student Comments/Notes: