

**School Council**  
**Meeting Minutes**  
**February 1, 2018**

Meeting commenced at 3:40 p.m.

- 1) Re-vote – Quarters to Trimesters in grades K-4
  - Unanimous vote to switch back to trimesters
  
- 2) School Improvement Plan Goals for FY19
  - a) Parent engagement and communication
    - Kerry mentioned that there was a re-meeting discussion about the weekly Update being very long; perhaps we could streamline it.
    - Kerry likes the calendar, the first-page message, messages from Mary (guidance), but feels there is redundancy, such as the free/reduced lunch forms. Maybe these things could be put on the website, with links.
    - Cissy suggested a table of contents with links to special articles
    - Angie pointed out that some things are in there for compliance reasons but they could still be made into links.
    - Kerry thinks it would be good to have “guest writers” including Assistant Principals, Athletic Director, etc. in a cycle with the pieces that Angie and Alicia write.
    - Parents have also expressed interest in getting more emails from the school with important information, like upcoming events etc.
    - Kate pointed out that many people go to the website, but it’s not regularly updated.
    - Coffees are a possibility but tend to be sparsely attended.
    - There used to be parent reps at the coffees who would take notes and disseminate the information to parents who couldn’t attend.
    - Kerry suggested Survey Monkey to find out what parents are looking for re communication; Kate and Angie agree that surveys don’t get much response.
    - Kate suggested focus groups/coffees to discuss how people feel about the changes in a formal way.
    - Kerry suggested new parent orientation as well as new student orientation.
    - Kate expressed frustration with not knowing the way to solve problems and who to reach out to; names and job functions need to be on the website.
    - Karen suggested outreach (phone calls) from the school to new parents to try and help parents feel welcome and heard.
    - Kerry suggested the grade reps make phone calls to new parents for these purposes. This would empower the PA.
    - Karen feels that things went downhill when phone calls turned into emails.
    - Angie said there will be two goals: parent-school communication, and family engagement
    - What about communication with students? Mary tried Snapchat, it didn’t work well.

- Mary also tried Instagram and is willing to try it again; comments can be shut off so that just information can be given.
- Many teachers prefer Google Classroom but there isn't currently a linking ability between Classroom and PlusPortals. Angie would like to look into a way to make that happen.
- Angie asked for volunteers to take on these two goals and bring information back to the next meeting;
- The Council looked at the website and had several discussions about improving the look and function of the site.
- Kerry will look at the school-family goal, Kate will work on a technology curriculum goal, Cissy will work on a parent engagement goal.

b) College planning

- Mary explained the changes being made at the high school with the increased number of students; more guidance staff, SAT prep, Chyten college planning, etc.
- Kerry expressed great appreciation for other things that Chyten does.
- Kate said that many parents want to be involved and have good information to share but don't know how to begin. She said that they could help with internships.
- There was some disagreement as to whether or not parents are able to be heard if they just put the time and energy into working at it.
- Angie is most concerned about parents who are left out due to other factors, such as being new English speakers, low-income, working two or more jobs, etc.
- Kate pointed out that she's not looking for space for parents to vent, but finding ways to leverage parents' abilities and talents when they want to offer them.
- The school stopped using parental help for some things (like bi-annual landscape cleaning) and instead hired contractors.
- It was agreed that the word needs to be put out that seniors need places to do internships. Angie has found better response to emails.

- *Time for the meeting expired; the following issues will be discussed at the next meeting, which is March 1.*

c) Plan moving forward

3) Transition to a Student and Family Handbook

- a) Additions
- b) Revisions

Meeting adjourned at 4:30 p.m.

Attending:

Angie Pepin  
Krista Cafourek  
Cissy White  
Mary Carter  
Karen Boyle  
Caroline Boyle  
Nora Broderick  
Kerry Griffin  
Kai Schildmeier  
Katie Doyle  
Joe Kay