

Minutes

VIS Building Council

Date: 3-20-17

Identify Conference Room or Location of Meeting: 164

Time: 7:45 AM

Roles:

Facilitator: Michele
Time Keeper: Gisela

Minutes: Rachel
Refreshments: Kim

Members: Gisela Armbruster, Kim Bavis, Lauren Forget, Patty Hall, Rachel Lowe, Michele Maloney, Necia Marchetti, Carol Prescott, Lisa Shaw, Kevin Swartz

				Purpose/ Proposed Action				
#	Topic/Subject	Person Responsible (if not all)	Time Allotted	For Info	Work Session	Make Recommendation	Assign Task	Make a Decision
Opening			5 min					
1	Welcome	Facilitator	1 min	<ul style="list-style-type: none"> Review of last month's minutes--minutes approved 				
2	Approve minutes of 00/00/1-	Facilitator	3 min					
3	Review Agenda	Facilitator	1 min					
Guest Presentation			0 min					
4								
Old Business			0 min					
5	School Tool & Progress Reports	All	10	<ul style="list-style-type: none"> Questions have come up regarding using all electronic report cards (in a few years) There is a belief that significant number of parents do not access electronic documents In regulations, IEP progress reports must go home with school level progress reports Lauren has been taking informal tally 				
	Share Final HW Document -Will be shared with all staff once approved	Michele	5					

	by BC. -Beliefs/expectations to be shared tomorrow at 3-4 Parent Night			<p>during conferences this year: mixed results—large number of parents want hard copy, but many also prefer electronic</p> <ul style="list-style-type: none"> • Hard copies are not printer friendly • Next year (transition year): <ul style="list-style-type: none"> - In the beginning of the year, ask parents how they would prefer report cards (no response=send home hard copy) - Options: hard copy, email PDF, School Tool parent portal • Thought for the following year: Open up school tool and print for only parents who need hard copies • Michelle will email Jody regarding School Tool demographics and absences: Can parents update on parent portal?
New Business			0 min	
6	Ideas to encourage literacy/reading habits for VIS students -parent conferences -parent nights/open house -other ideas	All	30	<ul style="list-style-type: none"> • Homework philosophy will be shared out tomorrow night <ul style="list-style-type: none"> - All agreed upon document • Literacy/Reading habits <ul style="list-style-type: none"> - Information shared during parent open house • LITERACY OPTIONS TO CONSIDER: <ul style="list-style-type: none"> - Could Maggie have a spot during parent open house nights to display books? - Provide possible activities for families to take part in which all relate to reading - Provide tools for parents to use that will help them to engage in discussions about their child's books - Offer suggestions for books, series - Could Maggie send information out to district parents directly? - Have a night or morning open to parents (at each grade level)—run by teachers—to come in and hear suggestions of good books, receive
	Lunch & Learn Girls Empowerment Group Update	Michele	5	

				<ul style="list-style-type: none"> resources - Work off of community read; parents can order community read book, receive information regarding other good books for kids - Parent/child book club? - Include information (on a colored page? Book marked page?) in the agenda for students to refer to - Laminated place mat/something to put on the table - Cube with questions - Videotape book talks to share out? • Grade-level Google doc folders <ul style="list-style-type: none"> - Place resources within the folders that grade level members find essential to share with ALL parents • Lunch and Learn is running during lunch times for students to attend different sessions and learn about a variety of topics <ul style="list-style-type: none"> - Feedback shows that students are really enjoying the presentations • Girls Empowerment group <ul style="list-style-type: none"> - Extremely positive feedback; another session will start this spring • Girls on The Run <ul style="list-style-type: none"> - Groups filled quickly, additional groups are forming - Since the program is not through VIS, typically VIS does not advertise; however, we feel as though there are some teachers and students who would like to get involved but do not know about the program - Information will be shared out for staff if they are interested in getting involved
Closing			10 min	
7	Review Assigned Tasks	Minute Taker	2 min	<ul style="list-style-type: none"> • Michele: invite Maggie to the next meeting

8	Set Agenda & Roles For Next Mtg.	Facilitator	2 min	<ul style="list-style-type: none"> • Michele will solicit more volunteers for Girls on The Run, look to get PTSA involved, or perhaps receive scholarships for students to participate • Roles for next meeting: <ul style="list-style-type: none"> - Time keeper: Lisa - Facilitator: Gisela - Minutes: Michele - Refreshments: Rachel
9	Parking Lot Attendant	Facilitator	2 min	<ol style="list-style-type: none"> 1. 2. 3.
10	Round Table	All	4 min	

Future Meeting Dates: List the dates of all meetings left to occur