

## VIS Building Council Minutes

Date: 5-22-17

Identify Conference Room or Location of Meeting: 164

Time: 7:45 AM

**Roles:**

Facilitator: Rachel Lowe  
 Time Keeper: Kim Bavis

Minutes: Lauren Forget  
 Refreshments: Kevin Swartz

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

#	Topic/Subject	Person Responsible (if not all)	Notes
<b>Opening</b>			
1	Welcome	Facilitator	
2	Approve minutes of 04-24-17	Facilitator	Approved
3	Review Agenda	Facilitator	Add in NYS laws on parent conference days
<b>Guest Presentation</b>			
4	District Safety Committee Update (Chris Marshall and Nate Bowerman)	Chris Marshall/ Nate Bowerman	<ul style="list-style-type: none"> <li>● Reviewed Emergency Management Plan</li> <li>● Considering covering hallway window from classroom and let kids have more space to move around</li> <li>● Consider shades/cover for classroom door window</li> <li>● Doors are really secure, safety glass window</li> <li>● Studies show that a gunman is looking for biggest student body</li> <li>● Cafeteria- can't lock doors going down ramp- point of egress, don't want to bring kids in kitchen during drills</li> <li>● Should practice drill in cafeteria-because we've never practiced with students in there before (let cafe staff and aides know)</li> <li>● Collect student cell phones (more for JH/HS students), staff cell phones should be on</li> </ul>

			<p>silent but not off</p> <ul style="list-style-type: none"> <li>● Email attendance in subject line to nurse</li> <li>● Kevin- lots of communication all at once - can we streamline the communication? Can be addressed through District Safety</li> <li>● Radios usually have a lot of communication so real drills could be hard to hear</li> <li>● Lock down- to shelter in place until unlocked by administrator/police officer</li> <li>● Questions about medications (ie. epipen) - could find a safe pathway / think on your feet</li> <li>● Visitor badge system - scan license and prints out temporary badge with picture/info</li> <li>● Subs would have their own badges</li> <li>● Staff have pull cord badges instead of lanyard</li> </ul>
<b>Old Business</b>			
5	Literacy Sub-committee Update	Lisa	<ul style="list-style-type: none"> <li>● Had first meeting with mix of teachers and Carole as parent representative- plan to have one more meeting this year - still in brainstorming phase</li> <li>● Once community read is over, we want to sustain that momentum of excitement around reading &amp; especially get parents involved</li> <li>● Several resources suggested for staff and parents - How to get information to parents?</li> <li>● Pick 1 or 2 initiatives to move forward</li> <li>● Literacy is a broad term - now focused on reading</li> </ul>
<b>New Business</b>			
6	Parent Night Format 2017	Kevin/Parent Members	<ul style="list-style-type: none"> <li>● Parents want to see teachers speaking</li> <li>● 15 minutes in gymnasium- highlight building goals and initiatives, introduce special area teachers</li> <li>● Parents then go see both teachers</li> <li>● Then go to Book Fair at the end (15/20 minutes)</li> </ul>

			<ul style="list-style-type: none"> <li>• Special areas/AIS teachers go in central location (tables in the gymnasium)</li> <li>• Start at 6:30 (wrap up around 7:45)</li> </ul>
	Finalize 17-18 Building Council Goals	All	<ul style="list-style-type: none"> <li>• Literacy Committee</li> <li>• Continued Beautification</li> <li>• Communication (Website)</li> </ul>
	NYS law- parent conference changes	Kevin	<ul style="list-style-type: none"> <li>• Students still need 25 hours of instruction during weeks of conferences</li> <li>• Now we cannot do 2 ½ days per week (for 2 weeks)</li> <li>• Jim Haugh &amp; VTA discussing</li> <li>• May need to spread out over another week</li> <li>• No schools around here doing 8 ½ days like us</li> <li>• Fall conference- schedule a longer conference</li> <li>• Spring- shorter conference</li> <li>• Can we do full days?</li> <li>• 8-10am conferences? 1 hour delay for students?</li> <li>• Spring conferences optional?</li> </ul>
<b>Closing</b>			
7	Review Assigned Tasks	Minute Taker	No June Meeting
8	Set Agenda & Rolls For Next Mtg.	Facilitator	No June Meeting
9	Parking Lot Attendant	Facilitator	
10	Round Table	All	