

# Victor Primary School

## VPS Building Council Minutes

September 30, 2016

Primary Conference Room 101

7:45 a.m.

**Facilitator:** Danny Dehm

**Notetaker:** Jen Check

**Members:** Mary Anne Buckley, Wendy Chiasson, Kelly Danks, Danny Dehm, Josh Doyle, Chris Gerace, Nicole Kirsch, Julia Reeder, Chris Space, Jenny Twardokus

**Guests:** Jen Check

### Minutes

#	Topic/Subject			
<b>Opening</b>				
1	Welcome	Facilitator	1 min	
2	Approve minutes of September 13, 2016	Facilitator	3 min	Minutes were approved as written.
3	Review agenda	Facilitator	1 min	
<b>Guest Presentation</b>			<b>0 min</b>	None
4				
<b>Old Business</b>			<b>40 min</b>	None
<b>New Business</b>			<b>15 min</b>	
5	Get Acquainted Night Feedback			Members reviewed the changes made to the <b>Get Acquainted Night</b> schedule yesterday. A parent shared they loved how the schedule was spread out. It appeared parking was easier to find. Teachers appreciated the wording that families could leave when finished, so they felt no obligation to stay the entire evening. The custodial staff expressed they thought the event started later than it did and were a bit surprised. Consideration will be made to share the bulletin with the custodial staff as they do not receive e-mail communication.
6	Council Representation			Members reviewed the current membership and the groups they represent to consider any invitee position recommendations. We will extend an invitation to teacher aides to see if someone would like to join our building council to provide their insight and perspective.
7	Goals			Members reviewed the brainstormed ideas council members created at the end of last year. Conversation was had around enrichment, Whatever I Need (WIN) time, Colleague Consultations - documentation and process, departmentalization, whole-school looping, professional

			<p>development, technology, New York State Assessment Data review.</p> <p>Goal Suggestions Include:</p> <ul style="list-style-type: none"> <li>● Enrichment Considerations - scheduling possibilities to foster various options/volunteers/special guests</li> <li>● Colleague Consultations - streamline the process to alleviate paperwork burden</li> <li>● WIN Time - scheduling enrichment, general, more guidance/direction to teachers, assigning teacher aides</li> <li>● Technology - looking ahead to NYS assessment and keyboarding skills, conduct research, tools for learning, etc.</li> <li>● Professional Development - considering unique and broad options (i.e. "speed PD")</li> <li>● Integrated test taking skills throughout the school year.</li> <li>● VPS Structure - Departmentalization, Looping, etc.</li> </ul> <p>It was determined that final decisions would be made at our next meeting which will include an opportunity to add/delete ideas before finalizing.</p>
8	School/Parent Compact		<p>When we receive federal funds, we have to show we have certain elements in place. One of the elements is a compact that identifies what the school, parents, and kids are responsible for. The compact will be shared out with parents whose children receive supports and are invited to a parent meeting. Members reviewed a draft of the compact document and proposed the following changes:</p> <p>Consider changing the document so it is graphically more appealing by increasing the white space.</p> <p>Consider sharing this document electronically in some way.</p> <p>Consider sharing this document with all families in some way, not just families involved in Title 1 supports.</p> <p>In the Parent Responsibilities section:</p> <ul style="list-style-type: none"> <li>● Consider changing the notation about television to 'screen' time</li> <li>● Notify the school with any concerns</li> <li>● Within volunteering, add that it can be within the school in addition to the classroom</li> <li>● Add a bullet about sleep and possibly nutrition. Consider putting these additions in the Student Responsibilities as well.</li> </ul> <p>In the Student Responsibilities:</p>

				<ul style="list-style-type: none"> <li>• Add components of limited screen time, sleep, and nutrition</li> <li>• Add a note about how it is up to them to create a positive class and school environment</li> </ul> <p>Council members all agreed that Danny and Jen would wordsmith the document and share feedback with Kristin Swann which is due prior to our next meeting.</p>
<b>Closing</b>			<b>5 min</b>	
9	Review assigned tasks	Minute Taker	1 min	Danny will include a note in the upcoming VPS Calendar about where to find the building council minutes.
10	Set agenda and roles for next mtg.	Facilitator	2 min	<p><b>Agenda:</b> Finish Goal Setting for the School Year</p> <p><b>Roles:</b> Facilitator - Danny; Minute Keeper - Jen; Time Keeper - Wendy</p>
11	Parking Lot Attendant	Facilitator	2 min	
12	Roundtable	All	4 min	

**Future Meeting Dates in VPS Room #101:**

- Thursday, October 20: 3:30 p.m.
- Friday, November 4: 7:45 a.m.
- Thursday, November 17: 3:30 p.m.
- Friday, December 16: 7:45 a.m.
- Thursday, January 12: 3:30 p.m.
- Friday, January 27: 7:45 a.m.
- Thursday, February 16: 3:30 p.m.
- Friday, March 10: 7:45 a.m.
- Thursday, March 30: 3:30 p.m.
- Friday, April 28: 7:45 a.m.
- Thursday, May 11: 3:30 p.m.
- Friday, June 2: 7:45 a.m.