

Victor Primary School

VPS Building Council Minutes

December 14, 2017

Primary Conference Room 101

7:45 a.m.

Facilitator: Jen Check

Notetaker: Jen Check

Members: Kristin Abbott, Leah Besaw, Merry Braithwaite, Wendy Chiasson, Josh Doyle, Kelly Gelinas, Matt Mulvaney, Julia Reeder, Chris Space, Colleen Saar

Guests:

Minutes

#	Topic/Subject			
Opening				
1	Welcome	Facilitator		
2	Approve minutes	Facilitator		Members approved the minutes from November 8, 2017.
3	Review agenda	Facilitator		
Guest Presentation				None
4				
Old Business				
5	Subcommittee Updates			Subcommittee members have been determined. The Technology and Keyboarding at VPS Subcommittee has 7 members. The Enhancing Play Spaces Subcommittee has 5 members. The initial meetings for both subcommittees are scheduled for the beginning of January.
New Business				
5	Policy Review			Members reviewed Policy 9610, Staff Substance Abuse. Feedback will be sent for consideration by the Board of Education.
6	Goal Work: Enhancing Parent Connections			<p>The goal for this work was shared: <i>VPS Building Council will review current methods of home/school connections currently in place, survey staff and parents to better understand areas of strength and need, make recommendations, and outline a plan to incorporate any shifts and/or enhancements.</i></p> <p>Members created a list of opportunities for connection and communication between school and families.</p> <p>Opportunities available to all families:</p> <ul style="list-style-type: none"> ● Parent Teacher Conferences ● Studio Days (Harambee, Studio Helpers, JA in a Day) ● Classroom Newsletters

- School Newsletters (Principal's E-News)
- Superintendent's E-News
- What's Happening
- Get Acquainted Night
- PE in Action Night
- Special Guest Day
- Choral Concerts
- Placement Coffees
- Community Service/Donation Opportunities
- Opportunities to Volunteer (library, dining room, parent groups, book fair, Book Buddies, classroom)

We value the unique teaching styles of all teachers at VPS. Because of this, there are different connection opportunities for families within different classroom communities. Opportunities and communication may include:

Communication:

- Face to Face Communication
- Letters/Newsletters
- E-Mail
- Website
- See Saw App
- Remind App
- Sign-Up Genius

Connection:

- Classroom Meet and Greet Before School Starts
- Courtyard Clean-Up
- Read-A-Thon
- Author Celebrations
- Math and Munch
- Productions
- Curriculum Celebrations
- Evening Family Activities
- Class Parties
- Read Aloud Night

Parent connection opportunities are also offered through groups and organizations connected to VPS, but are not organized by our school. These opportunities include:

- Mother/Special Guest & Son Night
- Father/Special Guest & Daughter Dance
- Victor Cares Carnival
- Devil Dash
- Holiday Shop
- Wizard's Basketball Game
- Breakfast with Santa
- Awesome Art Day
- Super Science Saturday
- Health/Wellness Day
- Girls on the Run

				<ul style="list-style-type: none"> • Chess Club • Robotics - Junior First Lego League • Spanish Club <p>After creating these lists, it was noted there are many ways for families to get information, share information, and connect.</p> <p>One of the ways all information is shared is through the Principal's E-News, which distributes a monthly newsletter as well as a monthly publication, "What's Happening," which provides information about all events sponsored by district parent groups, clubs, and booster organizations. Council members recommended a new practice at Get Acquainted Night where all teachers would add a slide to their presentations with the link to the Principal's E-News and would take a moment to allow families to sign up for this right there in the classroom on their mobile devices.</p> <p>Another recommendation was to add links in the monthly building newsletter, distributed through the Principal's E-News, to the information in "What's Happening" as another avenue for families to access information.</p> <p>To better understand the current state and potential areas of need, members began discussing possible survey questions for parents and staff.</p>
7	Meeting Dates Reviewed			Our next meeting will be Thursday, January 11th from 7:45 - 9:00 a.m. in Room 101.
Closing				
8	Review assigned tasks	Minute Taker		
9	Set agenda and roles for next mtg.	Facilitator		<p>Review Minutes</p> <p>Subcommittee Updates</p> <p>Goal Work:</p> <ul style="list-style-type: none"> • Parent Connection • Enrichment Opportunities
10	Parking Lot Attendant	Facilitator		
11	Roundtable	All		

Next Meeting Dates:

Thursday, January 11, 2018: 7:45 - 9:00 a.m. in Room 101

Thursday, January 25, 2018: 3:30 - 4:45 p.m. in Room 101

Tuesday, February 13, 2018: P3:30 - 4:45 p.m. in Room 101

Thursday, March 8, 2018: 7:45 - 9:00 a.m. in Room 101

Tuesday, March 27, 2018: 3:30 - 4:45 p.m. in Room 101

Thursday, April 19, 2018: 7:45 - 9:00 a.m. in Room 101

Thursday, May 10, 2018: 3:30 - 4:45 p.m. in Room 101

Thursday, May 31, 2018: 7:45 - 9:00 a.m. in Room 101