

# Victor Primary School

## VPS Building Council Minutes

May 10, 2018

Primary Conference Room 101

3:30 p.m.

**Facilitator:** Jen Check

**Notetaker:** Jen Check/Leah Kedley

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

**Guests:** Leah Kedley, Chris Marshall

### Minutes

#	Topic/Subject		
<b>Opening</b>			
1	Welcome	Facilitator	Chris Marshall was welcomed and the guest protocol was followed.
2	Approve minutes	Facilitator	Members approved the minutes from April 19, 2018.
3	Review agenda	Facilitator	
<b>Guest Presentation</b>			
4	Safety Plan Review	Chris Marshall	Chris shared the district safety plan and asked for input from council members. Each building engages in scheduled drills each year as per New York State regulations. Chris recently attended a safety conference sponsored by the Monroe County Sheriff's Department. At this training, it was confirmed that our plan meets all requirements. Members shared suggestions about how to enhance what we already have in place. Chris invited council members to continue to share any ideas, articles, or feedback with him.
<b>Old Business</b>			
5	Goal Work: Expanding Enriching Opportunities	Committee Members	<p><b>Expanding Enriching Opportunities (not the program) - VPS</b> Building Council will determine a process to glean insight about topics and strategies to promote further enrichment opportunities for all children, both inside and outside the classroom setting, then make recommendations and outline a plan to incorporate enhancements.</p> <p>As a follow up to a previous discussion, a message from Joanne Lowe was given about supporting children who may want to participate in the strings program but cannot due to financial factors. Joanne reports there has been conversation about this within the music department. There is an organization called Strings For Success which provides instruments for children. Our district has considered looking into a scholarship program for this. Members suggested</p>

				looking into what other districts do for children and possibly contracting with local string shops to support the scholarship work.
6	Goal Work: Parent Connections/Communication	Committee Members		<p>Members reviewed the Parent Survey results. Some initial observations included:</p> <ul style="list-style-type: none"> <li>● 204 parents responded</li> <li>● 175/204 parents use e-mail or social media to get information from VPS and/or their child's teacher</li> <li>● 60.6% of respondents indicate e-mail is the best method to receive communication</li> <li>● More parents feel informed about what is happening in their child's classroom than what is happening within the entire school</li> <li>● Most of the feedback is positive about how informed parents feel</li> <li>● While some parents indicate they do not have enough information, others indicate they receive too much.</li> </ul> <p>There was conversation about whether to include upcoming events on social media. The original intention for social media was to highlight and celebrate VPS. For multiple reasons, it was decided not to feature upcoming events as this information is all distributed internally through teacher and building communication avenues as well as on the district calendar. Suggestions were made to create a private FaceBook group for parents, but there were concerns about how this would be managed.</p> <p>There was also discussion about a change coming to the "What's Happening" newsletter to make the information stand out more and make it easier for parents to search and find events specific to their needs.</p> <p>Some initial draft recommendations included:</p> <ul style="list-style-type: none"> <li>● Have parents sign up for newsletters at Get Acquainted Night</li> <li>● Include lunch menus with monthly principal's newsletter</li> <li>● Have a feature in the monthly principal's newsletter highlighting whole school volunteer opportunities</li> <li>● Add clarification to the district calendar that Special Guest Day is for second grade children (not third grade)</li> <li>● Consider reformatting newsletter to make it easier for parents to access the information that is important to them</li> </ul> <p>Members discussed there may be more areas of the survey where it would be helpful to dig deeper. Members will each closely review the results before the next meeting to then be</p>

				able to have a conversation about whether needed as a possible goal for next year or not.
<b>New Business</b>				
8	Meeting Dates Reviewed			Our next meeting will be Thursday, May 31st from 7:45 - 9:00 a.m. in Room 101.
<b>Closing</b>				
10	Review assigned tasks	Minute Taker		A copy of survey results will be shared electronically with members to distribute to parent groups.
11	Set agenda and roles for next mtg.	Facilitator		<p>Review Minutes</p> <p>Goal Work:</p> <ul style="list-style-type: none"> <li>• Parent Connections/Communication - Parent Survey Data Revisited</li> <li>• Expanding Enriching Opportunities</li> </ul> <p>Brainstorm Potential Goals for Building Council 2018-2019</p>
12	Parking Lot Attendant	Facilitator		
13	Roundtable	All		

**Next Meeting Dates:**

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