

Victor Primary School

VPS Building Council Minutes

January 25, 2018

Primary Conference Room 101

3:30 p.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: Leah Kedley

Minutes

#	Topic/Subject			
Opening				
1	Welcome	Facilitator		
2	Approve minutes	Facilitator		Members approved the minutes from January 11, 2018.
3	Review agenda	Facilitator		
Guest Presentation				None
4				
Old Business				
5	Subcommittee Updates			<p>The "Technology and Keyboarding at VPS" Subcommittee meets again on February 8th.</p> <p>The "Enhancing Play Spaces" Subcommittee met on Friday, January 12th. At the meeting, current play spaces were listed. These included: "small" playground, "big" playground, tennis courts, classrooms, science lab, library, makerspace (movement to encourage children to play using basic rules of community - not task led), sensory room (pre-arranged visits), art rooms (pre-arranged visits), courtyards, front lawn, fields, sidewalk chalk on bus loop and path that leads to neighborhood.</p> <p>Members began brainstorming possible ideas for expanded play options and will continue brainstorming at our next meeting on Friday, February 9th.</p> <p>Council members talked about ways to encourage play despite adverse weather conditions, including using "alcove spaces" in the school and accommodations that could be made to exterior play spaces to keep them more protected from weather related circumstances.</p>
New Business				

6	Placement Process/ Paperwork Review			<p>Members reviewed all placement documents and made the following recommendations for changes:</p> <ul style="list-style-type: none"> ● Timeline: Members discussed distributing parent input forms before or after parent teacher conferences. Given the focus of a conference on a child’s current performance in the classroom and should not be on placement, a decision was made for parent input forms to be distributed after the last parent teacher conference date. The date for teachers to turn in forms and class grids will be on Friday, April 20th. ● Teacher Placement Memo: A statement will be added encouraging teachers to connect their responses on the teacher feedback grid to the aligned marks on a child’s progress report. ● Placement Grid: Areas will be added for a teacher to indicate academic performance in ELA and math separately, if a child receives ELL services, if a child has received intervention support as a result of a colleague consultation, if a child has an IEP or 504 Plan, or receives aide support. Other considerations included looking into what the research says about placement and ethnicity (small groups vs. spread out), removing student names from the placement forms to increase focus on the numerical data, and adding a place to indicate if a child has been part of the enrichment program. ● Parent Letter: Consider ways to share the placement process with parents who may not be able to attend a “placement coffee” informational meeting. Suggestions included adding to the body of the letter, placing more information on the school website, or video recording a placement coffee and posting it online. To make the timeline and dates stand out, they will be “bolded” in the body of the letter and placed in a separate location on the page as well. A heading will be added to bring attention to the content of the letter - Placement. Consider expanding the explanation about peer combinations so parents better understand this part of the process. ● Multiage Placement Letter: Add a copy of the parent input form for anyone who indicates they want their child placed as part of the regular placement process.
9	Meeting Dates Reviewed			Our next meeting will be Tuesday, February 13th from 3:30 - 4:45 p.m. in Room 101.
Closing				
10	Review assigned tasks	Minute Taker		Revisions will be made to the placement paperwork reflecting the feedback shared during the meeting.

				A conversation between administrators at VPS and ECS will take place to develop a communication plan to share any information about child groupings that may be relevant beyond a single school year span.
11	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
12	Parking Lot Attendant	Facilitator		In the April Parent newsletter, a reminder will be noted for parents about the placement information meetings and timeline for parent input forms. A reminder will also be included in the internal weekly staff communication to be included in classroom newsletters.
13	Roundtable	All		

Next Meeting Dates:

Tuesday, February 13, 2018: 3:30 - 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