

# MINUTES

## VIS Building Council

Date: 11/19/2018

Conference Room or Location of Meeting: Room 164

Time: 3:30 PM

### Roles:

Facilitator: Annie Clark

Minutes: Michele Maloney

Time Keeper: Ann Hitchcock

**Members in Attendance:** Michele Maloney, Anne Clark, Alison Sheridan, Eric Pasho, Ann Hitchcock, Julie Zajac, Sarah Beth Duhamel, Kelly Danks, Colleen Burrell, Kevin Swartz

		Minutes
#	Topic/Subject	
<b>Opening</b>		
1	Welcome	
2	Approve minutes	Minutes approved by Eric and Colleen
3	Review Agenda	
<b>Guest Presentation</b>		
	None	
<b>Old Business</b>		
4	Book Swap Feedback & Next Steps: -Collection -Management -Dates/Procedures -Location -Communications	1st step: communication, next step: find a location  Send out a communication to parents prior to conferences saying here's what we are thinking about, if you have book donations you want to drop off when you come in for conferences, that would be great.  <b>Communication</b> should: 1) explain purpose: books in students' hands, 2) identify the types of books (old & new)

	<p>-Do we need sub committees?</p>	<p><b>Location:</b> Room 164</p> <p>Do we want to work with someone on building drop boxes around the building?</p> <p>Subcommittees:</p> <ol style="list-style-type: none"> <li>1) Checking the appropriateness of materials</li> <li>2) Jobs for students as more books come in</li> <li>3) Process for distribution in June</li> </ol> <p><u>Collection boxes</u></p> <p>Do we want to work with someone on building drop boxes around the building?</p> <p>building collection boxes- students could paint and decorate boxes</p> <p>To Do:</p> <ul style="list-style-type: none"> <li>● Work order to have shelving moved</li> <li>● Kevin will draft memo to parents re: purpose of collection</li> <li>● Alison will reach out to Nate Wolf about building boxes</li> <li>● Colleen will reach out to Art teachers</li> <li>● Gisela will make a flyer</li> <li>● Kelly will check with VPS to see if we can borrow their bin on wheels</li> <li>● Leave a box in the foyer over holiday breaks</li> <li>● Remind parents at winter literacy night.</li> </ul>
<p><b>New Business</b></p>		
<p>6</p>	<p>Sharing of ELA/Math Newsletters &amp; Plan moving forward</p>	<ul style="list-style-type: none"> <li>● Newsletter samples shared</li> <li>● looking for feedback</li> <li>● Love the suggestions for home application</li> </ul>
	<p>Progress Reports Update</p> <ul style="list-style-type: none"> <li>-AIS/SPED Impact?</li> <li>-Timeline</li> <li>-Communications</li> </ul>	<ul style="list-style-type: none"> <li>● What do we do with AIS and Sped progress reports?</li> <li>● In Fairport: Electronically, then AIS and Sped progress reports go home with students</li> <li>● Suggestion: clear directions on how to view</li> <li>● We would ask parents if they want a hard copy</li> <li>● Sped progress reports could be emailed as a PDF</li> <li>● Helpful for multi household families</li> </ul>
	<p>Typing Sites</p>	<ul style="list-style-type: none"> <li>● Allison compiled a list that will soon be posted on the website under parents-- helpful tools section</li> </ul>
<p><b>Closing</b></p>		

7	Review Assigned Tasks	Minute Taker	2 min	
8	Set Agenda & Rolls For Next Mtg.	Facilitator	2 min	Eric- Facilitator Anne- Notetaker Colleen- Timekeeper
9	Parking Lot Attendant	Facilitator	2 min	
10	Round Table	All	4 min	
** <u>Next meeting</u> : 12/17 at 7:45 in the main office conf room**				