

Mueller Park Community Council Meeting  
December 17, 2018  
6:45 – 7:30 A.M.  
Office Conference Room  
Minutes

Welcome: Rob Hunter (Community Council Chair)

He welcomed everyone, and mentioned that in the recent training he attended, their best practices are things that we are already doing, for the most part. He then turned the time over Michelle Nylander (Vice Chair) to conduct the meeting.

Attendance: Michelle Nylander, Steve Theobald, Rob Hunter, Osmond Seangsuwan, Kevin Poff, Kareen Patterson, Lisa Gibson, Deanne Kapetanov, Kellianne Holt, Natalie Rogers

Excused: Machel Filion, Claire Cassity, Jon Tobin, Tina Gregoire, Nicole Milne

Approval of November minutes:

Motion was made by Rob Hunter, seconded by Steve Theobald. Unanimous approval by all (Michelle Nylander, Steve Theobald, Rob Hunter, Osmond Seangsuwan, Kevin Poff, Kareen Patterson, Lisa Gibson, Deanne Kapetanov, Kellianne Holt).

New Member Approval:

Because Nicole Milne has not been able to attend, she is being removed from the Community Council. Natalie Rogers has volunteered to fill the remainder of Nicole's term. Motion to declare Nicole Milne's position as vacant, and approve the replacement of Nicole Milne by Natalie Rogers for the remainder of her term (ending in 2019), was made by Kevin Poff and seconded by Lisa Gibson. The motion was approved unanimously by those present (Michelle Nylander, Steve Theobald, Rob Hunter, Osmond Seangsuwan, Kevin Poff, Kareen Patterson, Lisa Gibson, Deanne Kapetanov, Kellianne Holt). Natalie Rogers' information will be provided so all required web postings can be updated.

Bylaw Changes:

As discussed in the last meeting, there was a need to update the Mueller Park Community Council bylaws, in order to bring them into compliance with current practice. We are in compliance with state guidelines, but it was recommended that our bylaws accurately reflect our current practices regarding membership. New language was proposed by Rob Hunter.

*Proposed changes (existing language, ~~old language~~, new language)*

Article 3: Organization of the Council

The council shall consist of ~~up to twelve (12)~~ **fourteen (14)** members.

Board Members

Parents ~~up to 8~~ - **Nine (9) parent** members **shall be** elected by parents **of students at Mueller Park Jr. High.**

Bylaw Changes (cont.):

- Employees – ~~up to 4~~ **six (6) employee** members **shall be elected by employees at Mueller Park Jr. High.**
- Principal
- ~~3 other~~ **five (5) additional** employees

Motion to update the bylaws, as noted, was made by Rob Hunter and seconded by Deanne Kapetanov. It was approved unanimously by those present (Michelle Nylander, Steve Theobald, Rob Hunter, Osmond Seangsuwan, Kevin Poff, Kareen Patterson, Lisa Gibson, Deanne Kapetanov, Kellianne Holt, Nataly Rogers). The current posted bylaws will be updated.

PTO Report:

Since Tina Gregoire was ill, she e-mailed her remarks to Rob Hunter, who read them in the meeting.

*The PTO update is: we sold a few more sweatshirts at the MPJH open house, we also made the community aware that we collect box tops, use Amazon-smile, link Smiths cards to MPJH to earn money and accept monetary donations to keep the PTO programs running. There was a good turnout so we were able to reach a lot of people in the school and community.*

Student Achievement Update:

There is no new information to be presented at this time.

Data Report Update:

Kellianne Holt was unable to review data since last meeting. Rob Hunter said that he had been able to compare some statistics before the state reporting website (Compare Schools) went down. While Mueller Park's Math proficiency scores are still higher than regional and state averages, it is currently lower than previous years. We are now 1 point above average, rather than 6.

There has been a decline in Math proficiency over the last years, particularly for 8<sup>th</sup> graders. A two-year decline for 8<sup>th</sup> graders provides an opportunity for improvement.

Deanne Kapetanov indicated that this is an area that the school and math department have been looking at recently, and they have been working to target improvements in the 8<sup>th</sup> grade.

Council members asked what the council could do to be of assistance, and that they are not looking to blame individuals, but would like to help; particularly if there is something that could be done this year. Kellianne Holt mentioned that the elementary school hired assistants to work specifically with small groups on remediating concepts and skills, and asked if that could be a possibility here. The possibility of using parent volunteers also came up. Discussion of these possibilities and challenges led to a discussion of Panther Time, specifically in how large groups are affecting the ability of teachers to target those with specific reteaching needs, and the successes and challenges of the current summoning process. The possibility of assistants and volunteers will be explored.

#### Digital Citizenship:

Michelle Nylander spent time researching parent tools regarding digital citizenship, particularly those areas that could assist parents in awareness and monitoring of student digital use. She found one short video on the state website that she considered to be an adequate and appropriate introduction for parents. She asked if it would be possible to send out a link in one of the next parent e-mail sent out by the school.

The responsibility of Community Councils is to review the digital citizenship policy and plans for the school, but there was a feeling that parents could use more help in knowing what to be aware of, and how they can help their kids be safe online. There was discussion about how best to get the message out to parents. Many of them may not register the phrase, "digital citizenship", and could need an explanation of the relevance. There was a question about whether or not this could be added to the computer use agreement that parents and students sign at the beginning of the year.

Michelle will send a link to all members of the council, so they can preview the video. Then the link will be sent out to parents with the new-term e-mail in January.

The council also discussed the Netsmart assembly, which will be coming on March 6<sup>th</sup>.

#### Principal Update:

Construction is basically done. The new evacuation map has been finished. New maps will show classes lined up by room number, not teacher. This will simplify things when teachers move classrooms, and make it faster for teachers to arrive at the proper location during evacuations.

The principal had received one communication from a parent concerned about undue stress created by drills, but monthly drills are required by law.

The new emergency plan is ready for signing. Rob Hunter would like to have all council members look it over before he signs it on everyone's behalf. It will be e-mailed to members.

The Panther Preview is scheduled for January 16, from 6:30 – 8:00. Approximately 75% of incoming sixth-grade students attend with their parents.

#### Student Recognition:

Thanks to our corporate donors. We got several items from Jersey Mike's, and another cash donation. We could still use any donations that come our way. They make great items for student recognition, including Panther Rewards.

#### Current Year Land Trust Appropriations:

Council members were given an updated spreadsheet showing current and projected expenditures. There was some discussion about specific line items and what they meant. Deanne Kapetanov was going to verify that everything was in the correct place. There was additional discussion about money that should be available due to the district paying for half of the cost for PLC coaches. This leaves approximately \$4,000 that can be spent elsewhere. One suggestion was to apply that towards a part-time aide for math classrooms / students. There were also questions about how that change is

reported. Rob Hunter and Michelle Nylander reported that, in their training, they were told that submitting a plan amendment is preferred to an explanation in the final report.

#### District Training Report:

Much of the training has already been reported throughout the meeting; however, Rob Hunter indicated that they were reminded to keep continuity from one year to the next by making sure that terms were staggered to ensure that half of the council continues each year. He was pleased to report that the Mueller Park Jr. High Community Council is on track with current best practices.

#### Visitor Input and Other Feedback:

It was suggested that this item be included on each agenda. Since there were no visitors at the meeting, we continued.

#### Other Questions:

Deanne Kapetanov provided an update on the new security vestibule. There is no specific completion date, as of yet. We are waiting for equipment to arrive. All parents, students, and visitors will have to buzz in and show picture ID at the front door and north doors.

Deanne asked council members for feedback as parents. Kellianne Holt reviewed the process she has gone through at the elementary, in order to enter the building. Nataly Rogers said that she often avoids going to school, because it is a pain. Most of those in attendance felt that this was the new normal, even though it does require an adjustment. Discussion centered around educating parents, and those in the building, about new security procedures connected to entering and exiting the building. Those already in the building should not be opening doors for people outside wanting to get in. There was also discussion about the additional time requirements of office staff to run the new entry buzzer. Deanne Kapetanov said that it deters people from entering the building who shouldn't be there.

Motion to adjourn was made by Kellianne Holt and seconded by Lisa Gibson. It passed unanimously (Michelle Nylander, Steve Theobald, Rob Hunter, Osmond Seangsuwan, Kevin Poff, Kareen Patterson, Lisa Gibson, Deanne Kapetanov, Kellianne Holt, Nataly Rogers).

The meeting adjourned at 7:50 am.