

## Minutes

### VIS Building Council

Date: 12/17/18

Identify Conference Room or Location of Meeting: Main Office Conference Room

Time: 7:45 AM

#### Roles:

Facilitator: Kevin Swartz

Minutes: Anne Clark

Time Keeper: Anne Hitchcock

Refreshments: TBD

**Members:** Gisela Armbruster, Michele Maloney, Anne Clark, Alison Sheridan, Erich Pasho, Ann Hitchcock, Julie Zajak, Sarah Beth Duhamel, Kelly Danks, Colleen Burrell, Nancy Iadanza, Kevin Swartz

	Minutes
Topic/Subject	
<b>Opening</b>	
Welcome	
Approve minutes	Minutes approved by Ann and Colleen
Review Agenda	
<b>Guest Presentation</b>	
None	
<b>Old Business</b>	
VIS Book Swap Updates -Collection to Date -Shelving -Drop Off Carts -Communications	<ul style="list-style-type: none"><li>• 500-700 books have come in so far. They are being housed in the auditorium for now.</li><li>• Next steps:<ul style="list-style-type: none"><li>- Getting the word out to kids and families.</li><li>- March conferences will allow us to gain more books.</li></ul></li></ul>

<p>-JH Contacted -Next Steps &amp; Student involvement</p>	<ul style="list-style-type: none"> <li>- Shelving: Room 164 will be dedicated to book swap with shelves from main office conference room.</li> <li>• Drop off carts: Alison reached out HS woodshop students. They are interested in making them. We will start with three. Discussion around placement (e.g. cafeteria, main entry way etc.).</li> <li>• Colleen spoke with Mrs. Russotti and kids can decorate carts.</li> <li>• Population of students who will receive books will depend on numbers of books we receive.</li> <li>• Kevin contacted Brian Gee at the Jr High. Brian will be talking to his kids about donating books, as well.</li> <li>• Possibly one of our spring meetings will be dedicated to organizing books.</li> </ul>
<p>Progress Reports -Meeting with Dave H. on 12/21 -Determine a Plan of Communication for families &amp; staff -AIS &amp; SPED reports</p>	<ul style="list-style-type: none"> <li>- Kevin has shared message with Building Leadership team. Kevin will meet with Dave Henderson on Friday about electronic report cards. We will communicate to parents as early as the spring to let them know it is coming. In the fall, discuss at open house as a reminder.</li> <li>- Special Ed Reports and AIS will have to be done in a separate way. We need to make sure it is consistent whichever way we choose. Discussion around paper copies for IEP progress reports. Parents will have access to demographic information; they will also have access to attendance and the progress report. Remind parents that it is an opportunity to check attendance. The portal will remain open for a couple weeks and then only teachers will have access.</li> <li>- Some parents do want things home in the backpack. There will be some parents who will want/need the progress report printed. We can make paper copies available for any parent/family that does not have access.</li> <li>- One of our meetings may be dedicated to creating a letter home to parents about the change and the reasoning behind it.</li> <li>- Bus information comes home electronically. Parents can opt out of communication from the bus garage. Parents have raised concerned over the lack of security with bus information. Could this be part of school tool?</li> </ul>
<p>Additional Literacy Initiatives for 2019? Literacy Night &amp; Potential Topics?</p>	<ul style="list-style-type: none"> <li>- Last April this was a highly attended evening and met with much success. Is there is a possibility to do another night similar to community read or is there a need to hold a literacy night that is more geared to parents and what they may need to support their child's reading? Trying to give parents strategies.</li> <li>- Attendance may be higher if students are able to go, as well.</li> <li>- PTSA standpoint- babysitting can get tricky with insurance.</li> <li>- Kids participation in the event is preferred.</li> <li>- Stations can be helpful.</li> </ul>

	<ul style="list-style-type: none"> <li>- This group feels strongly the more interactive the better.</li> <li>- Maggie Elliott will be working toward getting a team together to plan this night. Spending more time at the stations is appreciated. Therefore, there may not be a need to have many different activities.</li> </ul>
--	--

**New Business**

Board of Education	<ul style="list-style-type: none"> <li>- Kevin will provide Building council a copy of his presentation to the board.</li> </ul>
--------------------	--

**Closing**

Review Assigned Tasks	Minute Taker	2 min	
Set Agenda & Rolls For Next Mtg.	Facilitator	2 min	Colleen- Facilitator Ann- Notetaker Gisela- Timekeeper
Parking Lot Attendant	Facilitator	2 min	
Round Table	All	4 min	

\*\* Next meeting: 1/14 at 3:30 pm in Room 164\*\*