

MINUTES

VIS Building Council

Date: 3/25/2019

Conference Room or Location of Meeting: Room 164

Time: 3:30 PM

Roles:

Facilitator:

Minutes:

Gisela Armbruster

Time Keeper:

Members: Gisela Armbruster, Michele Maloney, Anne Clark, Alison Sheridan, Ann Hitchcock, Julie Zajak, Sarah Beth Duhamel, Kelly Danks, Nancy Iadanza, Kevin Swartz, Niki Frunzi, Joy Boyd

		Minutes
#	Topic/Subject	
Opening		
1	Welcome	Introduction of two new Building Council members- Joy Boyd and Niki Frunzi (replacing Eric Pasho and Colleen Burrell)
2	Approve minutes	Minutes Approved from 1/14/19 meeting. (February meeting was a working meeting to sort books for the Book Swap- no minutes)
3	Review Agenda	<ul style="list-style-type: none">- Book Swap- Discussion around book boxes, organization of shelves, promotion of further donations, protocols for student helpers- Electronic Progress Reports update- Special Guests Day discussion
Guest Presentation		
4	NA	
Old Business		
5	Book Swap	<ul style="list-style-type: none">- Book Boxes- Consensus was to paint blue and gold and say "VIS Book Swap Donations"

		<ul style="list-style-type: none"> - Organization of Shelves- Sub-committee to shelve books and hang genre signs. Alison Sheridan, Nancy Iadanza, Joy Boyd, Michele Maloney, Ann Hitchcock will form a sub-committee to meet starting on April 11th at 8:10am in room 164 - Promoting further donations, concern that parents are not reading newsletters, etc. Suggestions to put up posters, morning announcements, bright boxes outside of classrooms- these can be created and distributed by Student Council members. - We can also have a box at the Junior High- can have 6th grade student council members share information with Jr. High student council members to advertise for book donations- Michele will talk to Kathleen G. - ELA teachers can also ask for donations toward the book swap (either by ordering a specific book or having a monetary donation toward the purchase of new books for the book swap)- Alison will email this out. - In future book fairs, there could be a donation box or a Book Swap wish list, similar to the Teachers' wish lists- Kelly Danks will call Scholastic. - Possibly branch out to getting donations from other areas, eg. Putting a donation box at Papa Jacks (Niki will contact Papa Jacks to ask), - Ask modified sports teams to bring a book to donate as part of kick-off (similar to food drives)- Michele will look into that. - Protocols for student helpers- helping with shelving of books and act as "Book Buddies" to share recommendations as students are "shopping" for a book during the book swap. Train 5th graders as well as 6th graders. Students can also make posters advertising books/genres.
	Electronic Progress Reports	<ul style="list-style-type: none"> - AIS progress reports can be uploaded into School Tool. - We will be starting electronic progress reports in the fall, with information about this being shared beginning this spring and then again at Parent Information Night in the fall. - Special Ed progress reports will be sent home in hard copy form. - Parents can always request hard copies of all progress reports.
New Business		
6	Special Guests Day	<ul style="list-style-type: none"> - Is there a more efficient way to have this event? It has gotten shorter over the years. Originally it was a Grandparents Day, but it has evolved to any special guests. There are typically an extra 600-800 people in the building for this event. Parking is also challenging, as well as navigating with the buses, with safety concerns. - Positives- provides opportunity for families to visit, however, many of these activities are already happening in evenings (musical performances, community read night, literacy night, science fair, Victor Cares Carnival)

		<ul style="list-style-type: none"> - Aaron Isaacs can create an Intermediate School video with students speaking about the highlights of VIS- to be posted on the website. - Parent BC members can get feedback from PTSA and other parents regarding whether to continue with Special Guest Day, or to move toward promoting other existing activities. - April Meeting make a decision about the future of Special Guests Day, and if it continues, what is the goal.
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Closing

7	Review Assigned Tasks	Minute Taker	2 min	<ul style="list-style-type: none"> - Michele M.- Talk to Kathleen G. about 6th grade student council advertising for the book swap and partnering with the JH, as well as making posters to promote book genres in the book swap room. - Niki F.- Will call Papa Jacks about having a book donation box - Kelly D.- Will contact Scholastic about book donations - Alison S.- Email ELA teachers about promoting new or gently used book donations, as well as donating books/book certificates through Scholastic Book Orders - Parent Members- Talk to other parents about whether to continue with Special Guests Day as it is currently structured, or move toward promoting special guests to attend existing evening events. - Book Swap sub-committee will meet on 4/11 from 8-9am in room 164 to organize books.
8	Set Agenda & Rolls For Next Mtg.	Facilitator	2 min	<p>Facilitator: Ann Hitchcock Minutes: Kelly Danks Time Keeper: Alison Sheridan</p> <p>April Agenda-</p> <ul style="list-style-type: none"> - Book Swap updates - Special Guests Day discussion

				- Goals for next year- Can be Literacy based, Promoting School Pride (classes adopting hallways, bathrooms, etc- with a kick off assembly, empowering kids to be change agents), Consider different schedule (Letter days and changing minutes in blocks)
9	Parking Lot Attendant	Facilitator	2 min	1. None 2. 3.
10	Round Table	All	4 min	

Future Meeting Dates: List the dates of all meetings left to occur

April 29th 7:45-9:00am Rm#164

May 20th 3:30-4:30pm Rm#164

June 10th 7:45-9:00am Rm#164