



PARENTS ASSOCIATION MEETING MINUTES

Meeting Time: Friday, October 11, 2018 from 8:30 AM – 9:30 AM

Location: UNIS Café

- Agenda:
- Welcome
 - PA Announcements
 - Social Responsibility
 - Security
 - Website and Communication Platforms
 - Committee Updates

Discussant	
Introduction from PA President (Manhattan)	Amanda Dubois opened the meeting by welcoming everyone
Announcements	<ul style="list-style-type: none"> • Amanda Dubois announced that next big event is UN Day, Friday, October 18. • December 7: Morocco Night • February 14: UNIS on Broadway – Tina Turner Show
Karen Weissman, Social Responsibility	<p>Amanda Dubois introduced Karen Weissman as one of the Social Responsibility co-chairs.</p> <ul style="list-style-type: none"> • Create a better world by giving back – it's very rewarding

<p>tee</p>	<ul style="list-style-type: none"> ● Green Guides trainings - Tuesday 10/15 and Wednesday 10/16 for parents ● Food and Toiletry drive – needs another co-chair ● See Magda Torres for more questions immediately after PA Meeting
<p>entini, Best Practices for School</p>	<p>Amanda Dubois introduced Ernie who was presenting on safety and best practices to start the year off right.</p> <ul style="list-style-type: none"> ● Access and ID cards <ul style="list-style-type: none"> ○ “I need your help to force everyone to wear your ID cards. If you see something who is not wearing an ID, please feel empowered and say something or tell security.” ○ “If you don’t have ID, you will be stopped at booth and will get visitor pass when you trade in yours. It does distract the staff though. Please help us with that. Have your IDs.” ○ All people have to swipe in and out. This helps the first responders limit the people to search for in case of emergency. ○ There are parent, student, and caretaker cards; parents should display ID cards at all times. ● Emergency drills <ul style="list-style-type: none"> ○ 12 in a year; 8 have to be done by December 31, 2019. 4 lockdown drills required; 8 evaluations required. Drills occur when it’s nice out. (NYSED Law Section 807) ○ Drills done for practice and timed. ○ At times, children may have their lunch period cut due to a drill. ○ Drills taken seriously by children; children will report things they are uncomfortable with to ensure next time they are safe. ● If you see something, say something – teacher, security, psychologists, counselors, playground supervisor, student supervisors, administrators. If you see something that is disturbing or you think someone should know something, you aren’t causing trouble, you are potentially helping a child, <ul style="list-style-type: none"> ○ If you see something, say something – we will do our best and we send it off to the right person so we get some help. ○ This includes sharing any issues regarding Instagram, social media etc. ● Restrooms <ul style="list-style-type: none"> ○ Adult/child - adult only has been done for child protection (best practice). It eliminates any chance of an adult going into a bathroom with a child; it’s not illegal for an adult to go into child bathroom. Adults-only restroom makes children more comfortable. ○ Two first restrooms on first floor are for pre-K (temporary); by end of October hope to have the second working. ○ Second floor restrooms by the gym are available for adults.

	<ul style="list-style-type: none"> ○ Gender neutral – NYC Human Rights Law – use the restroom consistent with who you are. ● Proactive Safety <ul style="list-style-type: none"> ○ At student assembly, town halls, and faculty meetings, we will discuss bullying ,safety, vaping, security’s role, internet safety and any other conditions; working to plan internet safety training students (MS/TH and parents hopefully). ● Parent Q & A <ul style="list-style-type: none"> ○ Q: How does UNIS interact with other security? <ul style="list-style-type: none"> ▪ NYPD would be in charge of an incident and UNIS Security will communicate ASAP to parents. ○ Q: Any way parents can know who are the security people? <ul style="list-style-type: none"> ▪ Ernie explained there are two sets of guards – one assigned through UNIS and one through a vendor (background checked); UNIS officers have a high retention rate. Sometimes outsourced officers have higher turnover; you will be noticing there are two new officers. Ernie acknowledged that it is a great idea to share who are the new staff in security. When staff are complete for this year, Ernie will send out pictures and names of staff. ○ Q: As far as vaping, what is the policy regarding checks of lockers and backpacks? <ul style="list-style-type: none"> ▪ Per the handbook, Ernie would like to have Ms. Kelly and Mr. Delaitre answer those questions. ▪ Antoine shared that the handbook had a search and seizure protocol outlined. It is at the principal’s discretion and standards are outlined. ● Transportation <ul style="list-style-type: none"> ○ Ernie explained that Transportation is now under security. We have a new manager, Charles Umbach, and he started late summer and getting traction now. ○ Please be patient with Charlie as he answers email because it’s challenging working with the Office of Pupil Transportation. He can be contacted at extension 3160. ● Questions: contact Ernie Lentini at elentini@unis.org
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Communication	<p>Amanda introduced Jacque Callen – questions should be sent to Sal and JP at the end</p> <ul style="list-style-type: none"> ● Jacque performed a walkthrough of where to find the PA information (found under School Life); information regarding committees, volunteering, minutes, and contact information for Executive Committee. ● Then went into Veracross portal to show student information after logging in. ● Only Middle School and Tut House students will show updates on where your students is in real-time. ● To see your child’s Veracross ID number, you can look to aviator or go to go links; or you can look at the
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invoices.

- Directory – you can sort based on categories that are show – right now just by grade level.
- To add a pick up for your child, you go into household profile > contacts for my child > add a contact.
- Amanda: Now it's an opt-in system – if you don't want to have your contact information seen, opt-out will render you "invisible" but you won't be able to be contacted by other parents.
- Parent Q and A
 - Q: I'd like to know why UNIS continues to change the platform. What I've read from Harvard Business Review and MIT, it's not the best means of continuity. If you are constantly bombarded, you can be burned out.
 - Sal Uy: You're right it's not easy. We want to manage Veracross to be maximized and aren't planning to change.
 - Q: Can you show on the portal how to opt in and out?
 - Under Household, you can choose directory preferences, you can choose what information is being displayed for you or your child.
 - Amanda: This is a password protected site.
 - Q: Does this exist as an app?
 - Our UNIS website does have an app but Jacques is working on it to update it. We will have access to the calendar but Veracross doesn't have a parent or student app. But Veracross is mobile-friendly. You can access everything you want to see.
 - Q: Schoology is the curriculum management?
 - Schoology will be where your children's work and curriculum will be based.
 - Q: Can you look into having a feed between Veracross and Schoology?
 - We don't know of that functionality right now but we will look into it.
 - Q: If you forgot credentials, where do you go?
 - There is a link for an email reminder.
 - Questions about Veracross, Magnus Health, Schoology - Veracross@unis.org
 - Seesaw – fazammarano@unis.org; bkennedy@unis.org.
 - Oct 31/Nov 1 – sign up for Parent Teacher conferences.
 - Q: Where to get lists by class?
 - List for classes – homeroom lists aren't available yet on Veracross
 - You could also search by homeroom teacher.
 - For MS, you can click on check in for the child's advisory class and see a list.
 - Q: What's the future of Seesaw?

	<ul style="list-style-type: none"> ▪ To be determined; have to have Pascal speak; this is just a Junior School platform. ○ Q: Having an invoice for music has shown a high fee for credit card payment ? <ul style="list-style-type: none"> ▪ We provide notice at the time that fee has come done and we have been doing a pass-through of the credit card fee. ○ Q: As junior school/middle school parent tour guide, I've noticed that when you go on the webs translate. I'm aware that it's google translate function, but as it relates to Chinese, junior school translated comes up as junior high school and queen comes translated as "Queen Elizabeth." <ul style="list-style-type: none"> ▪ If we ask one of our teachers to put the right names of the classes we may hit the target may be other translation issues. We will look into this. ○ Q: I'm a new parent but I'm confused on what system to look for what. Is there a system map? <ul style="list-style-type: none"> ▪ We can resend a Veracross FAQ but we can look into this. ○ Dr. Dan Brenner: we recognize that communication continues to be problematic but there are n platforms we are looking to narrow. We are using analytics to track what's being opened and w go through and see who's sending what in what format. I recognize too as a new person I was confused.
<p>Meeting</p>	<p>Thank you to Ernest and JP, Jacque and Sal and to all the committees of the PA.</p> <p>If you have any interest, let us know- we will see you on Monday, November 4th when Paco will be discussing the Modern Languages Department.</p> <p>NEXT PA MEETING: MONDAY, November 4th, 2019</p>