

Victor Primary School

VPS Building Council Minutes

February 4, 2020

VPS Room 101

7:45 a.m.

Facilitator: Jen Check

Notetaker: Jen Check

Members: Hari Ahluwalia, Holly Boisvert, Mary Anne Buckley, Jen Check, Julie Larson, Gina Peterson, Dawn Pierson, Marissa Smith, Chris Space, Sarah Stockman, Dana Zink

Guests: Leah Kedley

Minutes

#	Topic/Subject			
Opening				
1	Welcome	Facilitator	1 min	
2	Approve minutes	Facilitator	3 min	Members approved the minutes from the meeting on January 9, 2020. Motion by Gina Peterson. Seconded by Dana Zink. All in favor.
3	Review agenda	Facilitator	1 min	<ul style="list-style-type: none"> • Minutes • Placement Process • Subcommittee Updates (Special Guest Day, Studio Day) • Goal Work: Field Trips • Goal Work: Creating Child Connections • Round Table
4	Introductions	Facilitator	5 min	
Guest Presentation			0 min	None
5				
Old Business			40 min	None
New Business			15 min	
6	Placement Process			Members reviewed the placement process that is used for incoming second and third grade students each year. There was discussion about whether to have administrators create the draft lists based on teacher and parent input, and teacher feedback about drafts, or move to an approach where teachers create the classes. Members shared that an incredible amount of work goes into the process. Many other schools are computer generated and members feel the process is very personalized at VPS. Classroom teachers expressed they appreciate not being the decision-makers, especially because they do not know all of the children. Members agreed to keep using the same process. Members also agreed to trial an electronic format for teacher input.

				<p>The placement form for parents with children moving into fourth grade can be a bit confusing. The forms have already been copied. A suggestion was made that perhaps third grade teachers could put a clarifying statement about the paperwork in their newsletters to help parents in the process.</p>
7	Subcommittee Update: Second Grade Guest Day			<p>Building Council members talked with the second grade team to see if they want to pursue this goal or leave the day as it has been in the past. The second grade team is interested in restructuring the day.</p> <p>Melissa Burley, Marcie Gilsinan-Hooper, and Andrea Roberts reached out to the ECS to learn how they restructured their Special Guest Day. They have children move through three rotations (a music performance, read books in the library, played math games). No guests came into the classrooms.</p> <p>Andrea, Marcie, and Melissa have been considering doing something similar, including a science station, art station, and time in the library and are reaching out to Adrienne Dahlstrom, Allison Murphy, and Melissa Murphy to see if this would be possible. Council members had a conversation about including an experience with each teacher's classroom. Suggestions for this time included a math game or a Number Talk. Council members will talk together about this at the next grade level meeting to get teacher feedback.</p>
8	Subcommittee Update: Studio Days			<p>Subcommittee members are working to find presenters for the Arts Studio Day on April 3rd. A flyer will be sent home. Members talked about inviting sports teams who could take more than one station.</p> <p>Members shared some possible studio experiences, including drawing on muslin, making an image of a zoo animal with hearts, showing a YouTube video clip and having the children paint based on what they learned.</p> <p>Have a place on the flyer to invite people willing to lead a session but do not have an idea.</p>
9	Goal Work: Field Trips			<p>Based on second grade feedback, we will use the PTSA money for field trips to bring in a wildlife presentation for the children. We will ask Marcie Gilsinan-Hooper to schedule this for the second grade classes.</p> <p>Members reviewed draft templates for possible walking field trips.</p> <p>One suggestion was to explore a walking field trip option for children to see the Junior/Senior High School, including the size of it, libraries, lockers, computer labs, cafeteria, shop, pool, etc. Perhaps this could be led by student leaders,</p>

				<p>student council members, or teachers/students during exam weeks.</p> <p>Members liked the idea of walking to the Fire Station in the fall for Fire Prevention lessons and recommended this be coordinated as a school with sign ups in the main office to attend this trip and maximize the volunteers time. A suggestion was that classes could even have a picnic lunch in Mead Square as part of the trip. These templates will continue to be filled in and then discussed further at the next meeting.</p>
10	Goal Work: Creating Child Connections			The idea of assignment Buddy Classes with first and fourth grade teachers is being explored.
Closing			5 min	
11	Review assigned tasks	Minute Taker	1 min	<p>Jen will talk with colleagues at VIS regarding their feedback about the transition to using electronic progress reports.</p> <p>A draft electronic template will be created for teacher input forms in the placement process. Classroom teachers on Building Council will try using it and give feedback about whether it is easy to use or whether we should stick to using paper copies.</p> <p>Council members will talk together with second grade teachers about feedback regarding the possible stations for Special Guest Day.</p> <p>An invitation for Studio Day guest presenters will be sent home with children.</p> <p>Marcie Gilsinan-Hooper will schedule wildlife presentations for second grade classes.</p> <p>Jen will contact the Junior and Senior High School to explore the option of a walking field trip.</p>
12	Set agenda and roles for next mtg.	Facilitator	2 min	<p>Review Minutes</p> <p>Board of Education Policy Review</p> <p>Subcommittee Updates</p> <p>Goal Work: Field Trips, Connection with Senior Citizen Community</p> <p>Goal Work: Creating Child Connections, Continued</p> <p>Add Meeting Dates, If Needed</p> <p>Roundtable</p>

13	Parking Lot Attendant	Facilitator	2 min	
14	Roundtable	All	4 min	<p>Members discussed the possibility of moving to an electronic progress report. Jen will talk with colleagues at VIS to get their feedback about this transition as they just moved to using an electronic progress report this year.</p> <p>Mary Anne expressed interest in a possible engineering field trip linked to the science standard regarding solving a problem for the community.</p>

Next Meeting Dates:

Tuesday, March 3, 2019: 3:30 - 4:30 p.m. in Room 101

Thursday, April 2, 2019: 7:45 - 9:00 a.m. in Room 101

Thursday, May 14, 2019: 3:30 - 4:30 p.m. in Room 101

Tuesday, June 2, 2019: 7:45 - 9:00 a.m. in Room 101