

ECS Building Council
Approved Meeting Minutes

Date and Time: 11/5/20 3:30-4:30

Location: ECS

Roles:

Facilitator: Melissa Goho

Minute Taker: Jen Eveleigh

Time Keeper: Allison Fricano

Members Present: Bobbie Dardano, Jennifer Eveleigh, Allison Fricano, Melissa Goho, Katie McCarthy, Elizabeth Mitchell, Colleen Saar, Marissa Smith, Beth Swartz

#	Topic/Subject	Person Responsible (if not all)	Time Allotted	Purpose/ Proposed Action				
				For Info	Work Session	Make Recommendation	Assign Task	Make a Decision
Opening								
1	Welcome/Call to Order							
2	Approve minutes of prior mtg dated:							
3	Review Agenda							
Guest(s) (if any)								
Old Business-For Discussion								
New Business								
	Parent Survey	<p>Discussed the following: We need to know how to support families, Suggested : Learning how it is going in general Other questions to consider: -Suggested we help parents to understand the chain of communication -do we understand how are they receiving information now Comment: ECS parent communication has been "very little" Reviewed current communication to date (Melissa) -Initially from Dorothy, through an eNews using schooltool, which was in addition to packets mailed out. -We then thought using Google Classroom to share information, so that parents can find all of their information</p>						

**Parent Survey:
Question Review**

- Biweekly communications to families plus a monthly newsletter (This info goes along with question #10)
Through Google Classroom, the student receives the email.
- Noted: It may be difficult if parents are forgetting to check their students email.
- Wondered if parents are not checking their students email.
- Noted: Some teachers are also using seesaw

Reviewed Survey Questions:

Question #11: is one we should be asking. Are parents happy to receive information through google classroom or personal emails and the ECS website offering people another avenue to check(or maybe both)?

- Parents request information regarding how this information will be sent through a stream or
- This will be reinforced through communication teachers are having with their families due to parent teachers conferences
- Questioned was raised about offering paper copies to families
- Suggestion Link survey to ECS website
- Suggestion: Could we engage parent groups to help communicate that we have the survey
- Suggestion: Teachers use Google Classroom to receive information about electronic learning and other items about what we are doing in the classroom

Question: Do we want to focus on communications or on learning?

Suggestion was made to focus a little on both because both areas are really important. This suggestion was supported by other council members

- Keeping it succinct but speak to both issues
- Suggestion made to create two separate surveys. Noted that we may get more responses if we only do one survey

1. How do you currently communicate?

- wondered if parents might not understand how to answer. The response to the question elicits who you communicate with vs. how do you communicate. Who do you reach out to when you have questions or concerns?
Wondered what action plan will we get from this question

2. What resources have you used to communicate?
we agreed to keep question #2

3. How do you prefer to receive school communication?

- a. Google Classroom only
- b. Google Classroom and personal emails?

4. What suggestions do you have for streamlining communications from ECS (administration communication; updates from classroom teachers; upcoming events

- a. For when to expect emails
- b. For when students have new work

5. What suggestions do you have for the ECS page of the VCS website to make it more user friendly. (Noted: We have control over our ECS page as opposed to the VCS website

- Wondered if this is a good question right now
- Discussed that this is a good question because many parents go to the website when they do not know where to look

- We would like to elicit parent feedback on how to make it better
- Discussed how we could use this page to improve communications and provide a central place for parents to look for informations
- Add: Please list additional resources you would like to see on the page

-Agreed to leave open ended question with an option to skip the question

6. How often do you want to be able to provide feedback? What format would you like to use to provide feedback on how to improve the ECS

7. What venues do you want to be able to provide feedback in? –questioned if this is this right order for question 15 and 16

- Agreed to reconsider using this question
- Discussed whether question is important
- Would you like more information to provide the ECS with feedback- then provide options in multiple choice format
- Consider asking a new question: How comfortable are families with providing feedback or asking questions
- We agreed to put this question on hold right now

8. Learning at home: agreed to keep current questions

Suggested adding special ed service questions

- Discussed questions about workload- and agreed that this may elicit information we cannot change
- Discussed asking question about how students are affected by workload
- Discussed asking for feedback about family dynamics and how students are accessing their education

What is your setting for virtual learning days?

What is your comfort level providing instruction at home, based on the directions and information you are receiving at home?

Is this platform for accessing academic information helpful to you?

- We agreed that the number of questions is appropriate for this survey
- Suggestion: Can we have a frequently asked questions page added to the website

Melissa agreed to reorder and organize, and send out to the committee for editing in a Google Form

