

Madison PTA/PAC  
January 23, 2017

**Call to order:** A monthly meeting of the Madison PTA/PAC was held at Madison Elementary School on Monday, January 23, 2017 in St. Cloud, Minnesota. The meeting convened at 6:04pm. Miranda Gilbert PTA Chairperson presiding, and Marcus Paden, Secretary.

**Members in attendance**

Miranda G, Rhiannan K, Marcus P, Billi R, Julie C, Jordan E, Matt C, Alicia C, Amanda J, Shannon P, Ericka K, Karen K

**Welcome and Introductions**

The chair welcomed everyone to the first meeting of the new year. Members in attendance introduced themselves. There are new promotional flyers for Madison along with a 'Madison Proud' YouTube video. Just search 'Madison Proud'.

**Special Speakers – Special Education Department Staff**

Special Education can be a broad area. Sixteen percent of Madison students receive some type of Special Education services and have a teacher in each grade level. There are a couple of teachers who follow students through each grade. It can serve a lot of different needs beyond cognitive learning. There are two questions asked to determine the need for Special Education: Is there a disability? Is there a level of need warranting the specialized learning?

A referral typically comes from a teacher if students are not keeping up in class. Or parents may contact the school if they notice something or a medical professional notice something. The department looks at eight things when determining eligibility.

1. Intellectual functions
2. Academic achievement
3. Communication skills
4. Sensory
5. Motor function
6. Emotional behavior
7. Social skills
8. Health and physical abilities

Nothing is done without the parent's knowledge. Once a parent signs a form to request an evaluation, the department has 30 days to complete it and discuss with the parents and determine eligibility. If students are eligible for services, the parents decide if they want their students to receive services or not. An Individualized Education Program (IEP) is created to decide what services are needed and who will provide those services, along with any necessary accommodations such as visual aids.

## Principal Clark

Letters were sent out to various businesses around the city to invite them to sit down with the principal. The goal is to have an adult from businesses to share their skills with students. We also want them to be volunteers in school and give their time and talents to our students. So far six members from Atonement Lutheran Church and Wells Fargo are ready to get involved.

A welcome audit was complete in December. The goal was to see how welcoming we are and see how well we follow school wide practices and policies.

## Written Materials

- What is working - Website is easy to navigate
- Recommendations – Remind app needs to be better, teacher website information, School Resource Officer (SRO) needs to be in the building more often, district handbook doesn't always match, new student packet.
- Next Steps – Handout for how to use Remind app, create new student packet, update directory and website, have SRO here more often, more specific information for handbook, put Somali lunch menu near Spanish menu

## Welcoming School Staff

- What is working – Staff very welcoming, halls are quiet, lots of anti-bully advertising
- Recommendations – Office staff to engage non-native speaking parents, visible administrators during transitions, train staff to be more welcoming, have orientation for non-English speaking staff, work to get more parents involved, survey non-English speaking parents to see if services are adequate, signage on student and adult bathrooms to direct to proper restroom.
- Next Steps – Skip pre-orientation to allow administration to be out in the halls during transitions, suggestion box, redirect visitors without badges to the office.

## Unannounced Visitor

- What's working – Security system, welcoming staff
- Recommendations – Redirect visitors without badges to the office

## Physical Environment

- What's working – Signs designating room directions, frames identifying staff outside each classroom and office, colorful media center and special seating areas, new Madison sign above door #8
- Recommendations – Add professional sign on door #8 welcoming visitors, professional school map on wall by office, more multicultural books displayed in the media center
- Next Steps – Signs by front door, blow up and display color map by office, get more books

## School Wide Practices and Policies

- What's working – Family events, translators, multiple avenues of information, lots of diversity and different languages, staff working hard to learn names
- Next Steps – Work on welcome packet, more opportunities to meet families, more district and school materials translated into Somali and Spanish, make language links easier to access, security afterschool, use school for more events for the community

### **Budget Report**

The budget is attached.

### **Thank You**

- The Music, Art, and Physical Education teachers that are out in the cold helping our students get into and out of the school safely during drop-off and pickup.
- Staff that help get students safely on and off the buses

Meeting adjourned at 7:32pm.

### **Volunteer Opportunities**

Herberger's Booklets (Selling on your own and in store) February 25<sup>th</sup> – 27<sup>th</sup>

Cafeteria Lunch 10:00am – 1:25pm

- K – 10:00 – 10:30
- 1<sup>st</sup> – 10:35 – 11:05\*\*
- 2<sup>nd</sup> – 11:10 – 11:40
- 3<sup>rd</sup> – 11:45 – 12:15
- 4<sup>th</sup> – 12:20 – 12:50\*\*
- 5<sup>th</sup> – 12:55 – 1:25

\*\* Most help needed

### **Upcoming Dates**

February 1<sup>st</sup> - One District One Book

February 9<sup>th</sup> – Madison Family Literacy Night

February 27<sup>th</sup> – PTA/PAC Meeting

### **Contact Us**

Facebook: Madison PTA/PAC

Email: [madisonptapac@gmail.com](mailto:madisonptapac@gmail.com)

Remind Text: madisonpta to 81010