

Adams Traditional Academy Site Council Minutes Approved

Thurs, Dec 6, 2018 6:00p.m

ATA Building A – Science Lab

○ **Call to Order – 6:05pm**

○ **Pledge of Allegiance**

○ **Roll Call**

| | |
|--|---------------------------------------|
| Ben Levandoski, Teacher 6-8 | Hillary Hancock, Parent |
| Jonathan, Seeliger Teacher 4-5 Absent | Lisa McCauley, Parent |
| Katherine Lusson, Teacher 2-3 | April Gould, Parent Absent |
| Kayla Englehart, Teacher K-1 | Christie Murphy, Parent Absent |
| Lacie Hoag, Teacher Specials | Open, Parent |
| Lainie Rainkin, Staff | Open, Parent |
| Dr. Stacy Oates, Principal Absent | |

Ashley Schorer, Vice Principal was in attendance
Suzanne Van Wagner, Parent was in attendance

○ **Emergency Items:** None

○ **Action Items:**

- Approval of Minutes
SC Meeting Minutes for November 1, 2018

**Ben Levandoski moved to approve the minutes from the November 1, 2018 meeting, Lisa McCauley seconded the motion.
Vote: Consensus**

- Suzanne Van Wagner- Site Council Oath

Suzanne Van Wagner took the Site Council Oath and will be a Parent member of Site Council

- SC Guidebook (Qualifications for Parent Members) to be amended to state:
 - Has attended the **majority** of PIN meetings during the previous year
Previous wording-"Has attended 5 PIN meetings during the previous year"
- SC Guidebook (agenda items) to be amended to state:
 - Committee reports are to be submitted via e-mail to SC chairperson **7** days prior to the meeting with action and discussion items identified within the report.
Previous wording-"...5 days prior..."
- SC Guidebook (agenda items) to be amended to state:
Administration will submit **discussion items** to the Chairperson **7 days prior to the meeting.**
Previous Wording-"Administration and committee chairs will submit items to the Chairperson no later than the Monday prior to the Thursday meeting"

Katherine Lusson moved to approve the proposed changes to the SC Guidebook as presented above. Suzanne Wagner seconded.

Vote: Consensus

- SC Bylaws (meetings) to be amended to state:
 - Meetings will be generally scheduled at 6:00 p.m. and end by **8:00** p.m.
Previous wording-"...6:00 p.m. and end by 9:00 p.m."
- SC Bylaws (officers and membership) to be amended to state:
 - Six parents including a **Parent Teacher Organization (PTO) Chair or Council Member**
Previous wording-" Six parents including the President of the Parent Teacher Organization (PTO)"
- SC Bylaws (adopted 5/29/13) to be amended to state:
 - Any Site Council members **and/or administration** may submit discussion items for the agenda.
Previous wording: Any Site Council member may submit discussion items for the agenda. ~~Only Site Council members may submit items for the agenda.~~

Katherine Lusson moved to approve the proposed changes to the SC Bylaws as presented above. Lacie Hoag seconded.

Vote: Consensus

- Tardy Policy/Reporting of Absence (Handbook page Section 11. Attendance) to be amended:
 - Refer to attached PIN and FSAC reports for recommendations

Lacie Hoag moved to approve the proposed changes to the ATA Handbook as presented in the attached PIN recommendation. The changes will be effective January 1, 2019. Lisa McCauley seconded.

Vote: Consensus

○ **Discussion Items:**

- Communications Committee
 - We need a new explanation of what this committee should be.
Previous wording: This committee is new in 2016-2017 and was created based on a parent member's expertise with ATA website and the ability to be able to help with distributing Site Council information.

Discussion in regard to the Communications Committee took place and it was recommended the committee keep a broad definition including, the committee shall act as a liaison among stakeholders (teachers, parents, administration, and the like) to help with matters including, but not limited to, volunteering and other matters.

- PIN
 - Spouses of ATA staff and/or children are welcome at PIN meetings. Staff are not to attend PIN.
- FSAC
 - Are these positions elected by the staff or volunteered for?
The ATA Handbook states elected.
Discussion concluded with the FSAC positions are elected.

- **Volunteers**
 - Parent Volunteers: How can teachers let parents know how they can volunteer in their classrooms? There was discussion that parents feel they do not know how they can help in the classroom. It was discussed that we encourage parents to become a homeroom parent, establish a way to communicate to parents (sign up genius, Google Docs), or create a position incentive for parents to volunteer (special parking space...)

Teacher members further explained Google Docs and how requests and needs can be shared through that avenue. Communication Committee can start working on this or a similar way to encourage and obtain volunteers.

- **Committee Updates:**
 - SC Procedures (Site Council Committee Chairs)- is being updated and will be ready for next meeting.
 - Book Report Book Selection-Suzanne Van Wagner will be chairing this committee.
 - Communications-No report at this time
 - Community Support and Development-No report at this time
 - Curriculum-No report at this time.
 - PIN- Report is attached
 - PTO-Report is attached
- **Adjournment – 6:47p.m.**

Next Meetings (if required)

- FSAC – Thursday, January 17, 2019 @ 3:45 p.m. – Bldg. A Teacher’s Lounge
- Site Council – Thursday, February 7, 2019 @ 6:00 p.m. – Bldg. A Science Lab
- PIN – Tuesday, January 10, 2019 @ 6:00 p.m. – Bldg. B MPR