

Wards Creek School Advisory Council

May 3, 2018

Meeting Minutes

I. Call to Order

A meeting of the Wards Creek Elementary School Advisory Council was held in the Wards Creek Elementary Media Center on May 6, 2018. Jenna Miller made a motion to call the meeting to order and Elizabeth Janssen seconded the motion. The motion was voted on and carried. The meeting started at 6:07. Dana Smith recorded minutes for this meeting.

II. Review/Approve April's Minutes

The Minutes from last month's meeting were reviewed. The minutes need to be amended to reflect that the May meeting is on the 3rd, not the 10th as reflected in the minutes. Dana Smith will make the correction.

III. Facetime

No one attended the meeting attended the meeting via Facetime.

IV. New Business

a. Book Study: "The Whole Brained Child"

The discussion was moved to the September meeting.

b. Vote: Ratify School Recognition Funds (SRF) Vote

Kristin Fanning announced that the Option 2: *2. The School Recognition Funds (SRF) will be distributed equally among all employment categories of the 17-18 staff, still here and gone from WCES and itinerate employees based on the time at WCES (i.e. ...3 days per week =60% of determined share)*, was the winning option as voted on by faculty and staff. Tammy Steward made the motion to ratify the SRF option as chosen by faculty and staff. Christina King seconded the motion. The motion was voted on and carried.

c. SAC and Staff Collaborative Partnering and Shared Decision Making Training

A paper copy of the PowerPoint slides (please see attachment 1) was distributed and briefly discussed. It was noted that the names on the front need to be updated.

d. Vote: Funds Request from C. King and K. Fanning

Kristin Fanning requested \$900 to cover the cost of her and Christina King to attend a conference entitled Stop The Bullying that included a variety of topics (<http://www.stopgirlbullying.com/>). She briefly discussed the various outbreak sessions of interest and said that she would present the material to the staff, and Christina would share the information with the extended day staff. A question was raised asking if there was money in the extended day funds to pay for Christina to go. Mrs. Mitidieri said there was. She also added that if anyone else wanted to go she had other funds that would pay for it. Another question was raised about when the information would be delivered to the faculty and staff – Wednesday professional development afternoons? Friday meetings with administration? Mrs. Mitidieri answered that it hadn't been determined when the information would be shared.

It was asked how much money was available to be spent. Mrs. Mitidieri said that balance is presently \$3,930. The \$900 requested is only covering the cost for registration, not travel or hotel. Kristin stated that she and Christina would cover the other expenses.

Laura Jutte made a motion to approve the expenditure of the \$900 for the conference. Judi Piggott seconded the motion. It was voted on and carried.

V. Old Business

a. Intent to return next year

Kristin Fanning stated that since Stacey Farrell would not be a SAC co-chair next year as she will no longer have children attending our school. Mrs. Mitidieri asked that if anyone was interested in being a co-chair to please let her or Kristin Fanning know.

A form was distributed to the members to record their SAC membership intentions for the following school year (2018 – 2019). Kristin asked that everyone complete it and turn it in to her after the meeting.

b. SAC Survey

Kristin stated that Andrew Hurley (from District) told her that only 9 SAC members had completed the survey. She asked members to please go to the web site included in the agenda and to complete the survey.

A question was raised as to whether we would have a teacher and parent survey like we've had in the past. Mrs. Mitidieri stated that a survey wasn't mandatory and since we had accreditation surveys completed by parents, students, and staff, at the beginning of the year, she decided that we didn't need one.

VI. PTO Agenda as reported by Mrs. Janssen:

a. Updates:

- Teacher Appreciation is next week and PTO is in need of volunteers for Monday, Thursday, and Friday.
- Plans for the Fifth Grade celebrations are ongoing.
- They are wrapping things up for this year.

VII. Questions/Concerns

A question was brought up about what day/week the meetings would be next year. That decision will be made in the fall after a survey is sent to members about what day would be best for them.

VIII. Next Meeting

The next meeting will be in September, but a day/date/time has not been determined at this time.

IX. Adjournment

Dana Smith made a motion to adjourn the meeting and Tammy Stewart seconded the motion. A vote was taken and the motion was carried. The meeting was adjourned at 6:30.

Attendance: Attendees are attached on a separate list.

ATTACHMENT:

1. The PowerPoint slides of the SAC and Staff Collaborative Partnering and Shared Decision Making that was distributed at the meeting.

Communication with Business Partners

Communication with WCES Business Partners is handled through the PTO

- ▶ *Chamique Williams (18-19)*
APPE-Gillette-President
- ▶ *Erin Kidder-Business Partner Liaison*
Demorow Jones (18-19)

Shared Decision Making puts into practice Habit 6 "Synergize"

- ▶ Encourages active and engaged partners
- ▶ Provides a sense of ownership over the decisions
- ▶ Members are prepared to support the decisions even when the decisions do not meet every person's hopes and expectations

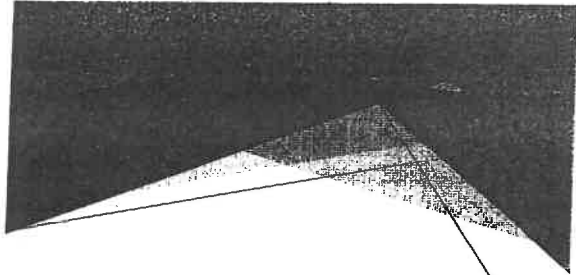
SAC and Staff Collaborative Partnering and Shared Decision Making

Collaborative Partnering begins with Habit 5 "Seek First to Understand Then to be Understood"

- ▶ Be a good listener
- ▶ Listen before you speak
- ▶ Be considerate of others
- ▶ Pay attention to all points of view
- ▶ Ask questions
- ▶ Celebrate successes
- ▶ Express appreciation
- ▶ Build relationships

SAC and Wards Creek Staff Collaboration and Shared Decision Making

- ▶ Disbursement of School Recognition Funds
- ▶ Input on School Improvement Plan
- ▶ Disbursement of School Improvement Funds to support our School Improvement Plan



Building Consensus Through Synergy

- ▶ Clearly state procedures, roles, and expectations before discussion begins
- ▶ Include all members
- ▶ Listen to all points of view
- ▶ Be respectful
- ▶ Be willing to “think outside of the box”

