

## Jacobs School Council Minutes from 1/5/10

**Prepared by:** Greg Whelan

**Members Present:** Donna Tobin, Ann Connelly, Lisa Canavan, Cindy Whelan, Elaine Menice, Kerrie Ryan, Michele Proude, Melissa Harper, Katie Perniola, and Greg Whelan

1. Approval of minutes from 12/8/09
2. Concert Format
  - Reported parent dissatisfaction related to
    - a. Long, cold wait outside
    - b. General overcrowding
  - Proposed and agreed:
    - a. Alternate the show start times starting with the spring concert in an effort to alleviate both concerns. In concept:
      - i. 9:30-10:15 grades Pre-K through 1
      - ii. 10:30-11:15 grades 2 & 3
      - iii. After lunch grades 4 & 5
    - b. Allow parents to wait in the gym if raining/excessively cold (likely will require a volunteer or two for traffic control)
    - c. Raffle off front row of seats to parent volunteers
    - d. Set up rows of chairs in cafeteria as opposed to using tables currently there
    - e. Donna to discuss with Mark and communicate via blue notes, via teachers, via connect-ed, etc.
  - Discussed:
    - f. Selling raffle tickets for some limited number of seats. Some potential concerns from Administration about inequity in charging for things that should be open to all students (families struggling financially would not have the opportunity to get “good” seats), perception.
    - g. Can we do something to engage parents/make use of parents who’ve taken the day off for the concerts?
      - i. Could use them to execute some structured projects for things like Polar Express day, Arts Alive, etc.
      - ii. Would need to be executed somewhere away from the concert, such as a Library work room
      - iii. Also requires volunteers to manage the parents/activity
      - iv. Parents should be encouraged to contact their teacher, and teachers should be prepared to hear from parents (perhaps load up on some materials preparation that parents could plow through)
3. Grade 5 Health Night
  - Donna meeting on Friday at 7:30am with Rose & Kyle (folks who ran before) to get input on execution.
4. MCAS Remediation Funding

- There is funding, but no teachers have applied for the posted position
  - Considering using the funding for a summer program (for grades 3, 4, maybe 5) as opposed to an after-school program. Also considering different format because program has run in past years has not necessarily shown desired improvement.
  - Proposed that we position this as a before-school program as opposed to after school. May increase teacher engagement, student performance. Donna will explore and potentially re-post the position.
5. Field Trip Planning
- Proposed that we document the process, contacts, roles, responsibilities, timeframes and other requirements for the standard grade level field trips executed annually.
    - Primary objective is to document institutional knowledge and establish a repeatable process
    - Secondary objective is to provide a framework from which a teacher may request the assistance of a parent volunteer in executing elements of work required to execute a field trip
    - Third objective is to provide a framework that may be leveraged in the event a 'non-standard' field trip is desired, such that it would not have to be created from scratch (and again, might leverage parent volunteers as desired)
  - Katie & Michele agreed to take this offline as a working team.
6. Volunteer Packet
- Proposed that we create some sort of flyer/packet for use with new parent volunteers when they arrive at the school for the first time
    - What is expected of me/What can I expect?
    - What to do in the event of a lock-down/fire alarm?
    - Confidentiality agreement/reminder
    - FAQ's
  - Also proposed that we do our best to have materials & equipment available for volunteers when they arrive (staplers, markers, etc.)
  - Katie, Michele, Bill & Melissa to take offline as a working team and run a proposal (of topics in bullet one) by Donna
7. Recess Activities
- Discussion around whether teachers have what they need in terms of equipment/games for outdoor/indoor recess
  - Balls appear to be somewhat in need (soft dodge-balls, basketballs) as we're down to one basketball
  - Indoor toys/games may be needed, and it was agreed that teachers should put forth a 'wish list' of games (via the Blue Notes)
  - While volunteers at recess can be challenging from a confidentiality perspective, etc. there may be some value in volunteers coming into the class during indoor recess to teach kids some of the games we played as kids such as 'Go Fish', etc.

Additional Topics Not On the Agenda

- Greeting when entering the building
  - All visitors should be greeted and signed into the building
  - As much to provide a welcome environment as for security, etc.
  - Donna is working to get the funding needed to drive traffic through the office when visitors enter the building (estimated cost \$4700)
- Grade Level Volunteers
  - Some concern on the part of the teachers, don't want to take advantage of volunteers
  - Some concern on the part of the volunteers (parents), don't want to overstep their bounds/infringe on teacher
  - Things have improved over the years
  - Consider putting together a packet for teachers on how to they might engage parent volunteers for use in open houses, etc.

NEXT MEETING: TUESDAY FEB 2<sup>ND</sup> AT 6:30PM