

# Parent Collaborative Network

Meeting Minutes: August 2, 2017

Members Present: Lori Roy, Angela Carson, Elaine Jack, Jenny Whitney, Kelli Flowers, Keri Wray, Sarah Raper

## I. **Introductions and meeting logistics**

- a. Chairperson-
  - i. Sarah- motion to nominate Kelli Flowers as chairperson; Elaine Jack- 2<sup>nd</sup> motion; 6 aye's 0 naye's
  - ii. Kelli Flowers is chairperson**
- b. Discussion over email accounts. Decision was made to develop and share cfci.net emails for each member so that grade levels have a go-to contact person.
- c. Meetings/meeting dates-
  - i. Discussion on establishing dates and times for the first couple of meetings to see how they go. The group chose to begin by alternating morning and evening meetings on the CFCI campus to accommodate different parents who may want to attend the meetings.
  - ii. Discussion over next meeting. Committee decided on September 7<sup>th</sup> to allow for some time for people to settle in and for kinks to be worked out (drop off, one to one, day to day items, etc.) before the next meeting.
  - iii. Meeting Dates/Times-**
    - 1. September 7<sup>th</sup>- 8:15-10:15;**
    - 2. October 2<sup>nd</sup>- 6:00-8:00pm**
  - iv. Committee discussed ideas for sharing with the community who these representatives are, what their role is and how they can be contacted. The decision was made to create nametags for open house, put pictures and biographies on the website and include in the August Newsletter, and have teachers for specific loops email out to their parent group the loop representative biographies with the PCN purpose, procedures, etc.

## II. **Safety Changes**

- a. Early checkout discussion- Committee reviewed the changes in early check out policy which were developed to support a safer dismissal and not interrupt the learning environment at the end of the day. Students will not be allowed to check out after 2:30pm unless there is an emergency. Parents will be asked to pick up their child in the Multipurpose Room or join the cars in the carline. The group acknowledged that the end of the day can be an important part of the school day and that some parents check out early to avoid the carline/multipurpose room. Closing circle which is part of the educational day happens during that time, students are wrapping up last minute questions with teachers and their peers, they are settling down after their day and closure is provided.

*Side note stemming from this conversation:* Some members did mention recess at the end of the day presenting concerns. The playground schedule was discussed and Lori will share concerns over ensuring students have time built into their day to be outdoors, have recess and movement breaks/energizers during the day, etc. The group understands that scheduling can be complex.

**b. Transportation Changes**

- i. Checking IDs in the front office and multipurpose room in the afternoons: The committee was very on board with this change. They acknowledged that it might slow things down, but that it will make the process more secure. The committee discussed the benefit of entering from one door and exiting through another. They discussed having persons checking IDs, but also monitoring students and the exit. The committee looks forward to seeing how these changes evolve over the first few weeks.
  - ii. Decals for car pick up: Cars at pick up will now be required to have decals in order to pick up in the carline. Families will each be provided two for free and purchase additional decals for \$1.00. The committee was also enthusiastic about this change and had a healthy discussion regarding ideas for creating a list/system for documenting the purchase of additional decals in conjunction with the pick-up list.
- c. Buzzer system- the new buzzer system for the front office will be installed next week. The school is also purchasing a method for all visitors to check in through a system in the lobby that will print visitor passes. We hope to have the system in place before Open House on the 17<sup>th</sup>. The committee members shared their experiences in other schools with similar systems and appreciate that all doors at CFCI will now be locked.
- d. The committee had an additional discussion about updating the List of Approved Pick Up persons for each child. They discussed how other schools have accomplished this and brainstormed ideas like eventually creating a database that can be updated regularly and found online by people checking out in the MPR and anywhere else in the building. When parents need to update ANY information (pick up list, transportation changes, addresses, carpool, phone numbers, emails, etc.) they should email [office@cfci.net](mailto:office@cfci.net) and the information will be updated.
- e. Church Parking lot- The committee discussed itemizing a portion of the handbook to include the Church Parking Lot expectations rather than merging those descriptors with other components.

- III. Chrome books-** Lori shared the 1 to 1 Chromebook Policy working document with PCN members to review and provide feedback. Members will do this between now and the weekend. The committee specifically discussed the Technology fee, what it is for and that if someone needs support financially, that they simply contact the school and help will be set up for them. Lori shared that students would no longer be allowed to Bring Your Own Device because all 4-8 students will have their own devices and the additional devices will be relocated to K-3 students. One item that the PCN brainstormed was ideas to make the Chromebook covers using luggage tags/something personal that attaches to them like that to “make them their own.”
- IV. Outdoor Spaces-**
- a. CFCI received an outdoor learning grant (UTOTES) that most teachers will be participating in. In conjunction with this grant, CFCI is working with Landscape Architect and CFCI parent, Melissa Reese to develop a plan for increasing the components of our outdoor learning spaces K-8. The committee discussed ideas for developing a business directory to support projects like this. The suggestion was to email out more information and talk with word out mouth once specific needs are outlined.
  - b. The committee also discussed the benefit of having a CFCI Community business directory and how that might most successfully come about.
- V. Other Items:**
- a. Discussion over idea of limiting the waste generated with lunch and discussed encouraging reusable containers/waste free classrooms.
  - b. Discussion over concerns that may come forward with the water fountains (Gen-X) and CFCI’s plan. The PCN feels that it is parent responsibility to help with this... that if parents want their children not to drink from the water fountains, then they should send in additional water bottles for the day. The group also acknowledged Petra Humphrey’s efforts this summer and acknowledge that students may learn quite a bit in class at our school using this real-world situation that we all face.
  - c. Partnership-
    - i. State of the grounds- Lori reassured that the grounds will be set to go for Open House
    - ii. Website- any plans for updating and if so, what are some of the options for a more up to date site.- Lori will contact our current web designer/parent Derek Schmidt who helped us get this in place 6 years ago about a possible update/ideas.
  - d. Discussion was had over educating our parents in conjunction with our faculty on the Responsive Classroom approach as well as the inquiry model of instruction to be sure that they are aware of what it looks like, how it transitions loop to loop and the kinds of questions to ask their children and teachers. Lori shared that teachers have been planning exciting, inquiry-based, integrated units throughout the summer that they will hear more about as the year takes off.

**Future Items-**

Consolidating the number of emails from the school.

**Action Items:**

Lori- create PCN emails; contact re: website; email 1 to 1 policy electronically

Angela/Partnership- create nametags for Open House for PCN Members

All PCN members- Create bios and Review Chromebook policy and give feedback by Sunday night 8/6/17.