



DUCES FUTURI SUMUS

## *\*Draft\** Meeting Minutes

**Meeting:** TFA Parent Steering Committee

**Chair:** Patrice Benard

**Recorder:** Elizabeth Sanville

**Date/Time:** Wednesday, 1/24/2018; 6-8 pm

**Location:** TFA Library

**Distribution:** Patrice Benard (Chair/10th Grade), Michael Lawton (Vice-chair/ 9th Grade), Elizabeth Sanville (Recorder), Jon DiPietro (6th Grade), Krysten Apostoles (7th Grade), Jason DiPietro (8th Grade), Peter Olsen (11th Grade)

Item	Description	Desired Result	Person Responsible
1	CALL TO ORDER/ attendance 6:00 pm		Benard
2	REVIEW OF AGENDA	Revise & Adopt	Benard
3	Public Comment  None at this time		Benard
4	APPROVAL OF PREVIOUS MEETING MINUTES Moved: Jon DiPietro Seconded: Krysten Apostoles <a href="https://docs.google.com/document/d/1MV0MVcrSTUml-Y80iaw0Di8fI0Do164aw02k8vF7hwQ/edit?usp=sharing">https://docs.google.com/document/d/1MV0MVcrSTUml-Y80iaw0Di8fI0Do164aw02k8vF7hwQ/edit?usp=sharing</a>	Discussion & Vote	Benard
5	COMMITTEE PROCESS TO NOMINATE BOARD MEMBERS  Discussion regarding how many names per position we can fill- Two parent positions are open- the law says 25 % or 2, whichever is greater, of positions should be filled by	Discussion & Vote	Benard

	<p>parents according to the state law. If the board is made up of four members, they need at least two parent members if the board is made up of 5, they still need 2 members per the state law.</p> <p>Discussion regarding if we can we submit 4 for one position? Yes  Mrs. Benard will forward Mrs. Lavallee’s email regarding it to the group. Discussion regarding how many names to submit, and should we shoot for at least 3 names per slot.  Can we keep the slots open to keep people in mind for future spots-</p> <p><b><u>Names received:</u></b></p> <p><b>Motion to bring forward the following names to the board for nomination:</b></p> <p><b>Kristy Ouellette</b>  Moved: Jon DiPietro  Seconded: Michael Lawton  Unanimously approved</p> <p><b>Jon DiPietro</b>  Moved by Michael Lawton  Seconded by Jason DiPietro  Unanimous vote with one abstaining vote (Jon DiPietro)</p> <p><b>Susan Lawton</b>  Moved by: Peter Olsen  Seconded by: Jon DiPietro  Unanimous vote with Michael abstaining</p> <p><b>Moira Ryan</b>  Moved by: Jon DiPietro  Seconded by: Jason DiPietro  Unanimous vote</p>		
	<p>Discussion regarding sending a follow up email to parents thanking them for applying.  <b>Krystyn and Mr. Olsen will draft and send to Chair prior to sending it out.</b></p>		

	<p><b>Parent Survey re: Dean’s Newsletter</b></p> <p>45 Responses- Data was sent to the Dean  Discussion regarding should we give a synopsis of the data or edit the data prior to giving it to her.  The committee may have some suggestions or recommendations or be able to assist by analyzing the results.  <b>Michael Lawton will draft an email and send to the Chair and then forward to the Dean.</b></p>	<p><b>Information</b></p>	<p><b>Lawton</b></p>
	<p>When we need an email vote, should it be only done in emergency only.  <b>Action: Look up procedure for email and phone call votes from Robert’s rules and State Law R 91A</b>  <b>Public meetings need to be done in public-</b></p> <p><b>Chair to Research procedure.</b>  <b>School email retention policy</b>  Discussion regarding the “Right to Know laws”</p>		
	<p><b>POLICY/PROCEDURES REGARDING PUBLIC COMMUNICATIONS</b></p> <p>Were there any parent concerns via email? No</p> <p>Policy and procedure as regards to our role-  This policy (the Board policy) is the “complaint policy.”</p> <p>How do we share what our mission is?  Discussion about the role of the PSC and if we can bring communication roles to the PTSA. <b>Next meeting is 2/13 at 6:30 and the second Tuesday of each month (one hour). If we have a representative, they can be put on the agenda to speak at each month’s meeting so that we can intertwine our roles.</b>  How can we relay positive remarks-</p> <p><b>Krystyn will ask to share on 2/ 5 at 6 PM- with new parents “New Family Midyear Check-in” as long as she knows what the group wants her to share.</b>  <b>Michael will work with Krystyn to complete a slide sharing our role.</b></p> <p>Policy should be that once a complaint is made, the information is coming to this group first.</p>	<p><b>Discussion</b></p>	<p><b>Benard</b></p>

	<p>When educating parents we need to refer to the policy regarding the chain of command. Our role is to support parents in following the chain of command.</p> <p>Discussion regarding if they have a complaint and they follow the complaint process and they feel that it is not being addressed. Then this board has a discussion and assists with the issue by suggesting the next steps which may include a parent representative bringing something to the board of trustees.</p> <p>Governance and Operational issues are discussed-</p> <p>If we are going to collect concerns then we should do that anonymously?  Chair speaks about the value of having a name assigned to a complaint.  Should we ask the Board to clarify how we can be of use in relaying that information to them?</p> <p>Propose that the process is to facilitate communication with parents (we are looking for feedback), school board, teachers and we are the point of contact throughout the process. We will help you navigate the process. Send an email for positive feedback!</p> <p>Step number one is to help yourself-  When someone comes to one of us, then we will discuss with the Steering Committee and update the committee.</p> <p><b>Action: to continue discussion next meeting</b></p>		
	<p><b>Board Agenda</b></p>		
	<p>Discussion regarding the role of the parents we nominate for the board-</p> <p>PSC report to be sent to the Board- to report on every meeting</p> <p>The agenda items posted by the board need only to be posted for 48 hours-</p> <p>Motion made "The Chair of the PSC will request whether the board would like to receive a PSC report</p>	<p><b>Discussion &amp; Votes</b></p>	<p><b>Benard</b></p>

	<p>and have it added to their monthly agenda.”  Motion made by Mr. Olsen  Seconded by Jon DiPietro</p> <p>Amended by Mr. Lawton  “The PSC requests the opportunity to add items to the board of trustees agenda.”  Discussion regarding if we can provide a report or request to be added to the agenda of the monthly Board meeting.  Discussion ensues regarding the role of the PSC and how to ask for permission for speaking- Should it be up to the board to allow us to speak depending on what we want to bring to them?  Mr. Olsen withdraws his motion based on discussion</p> <p>Motion to table made by Mr. Olsen  Seconded by Jon DiPietro</p>		
	<p><b>Action item for next meeting- please re work this and continue discussion for next meeting</b></p>		
	<p><b>Official PSC Communication via Social Media</b></p> <p>Discussion about the public discussion on social media and members of this committee and their postings. Concern about posting factual information and not posting damaging information on social media.</p> <p>Motion to post factual information not damaging to the school on social media sites made by Ms. Apostoles  Seconded by Mr Jon DiPietro</p> <p>Discussion: Ensure some language to account for the fact that anyone who has a position related to the school is cognisant that even unofficial TFA accounts still represent this school. We should lead by example and it needs to be civil.</p> <p><b>Ms. Apostoles withdraws her motion</b>  <b>Action Item for next agenda</b>  <b>Motion by Mr. Olsen</b>  <b>Seconded by Jon DiPietro</b></p>	<p><b>Discussion</b></p>	<p><b>Apostoles</b></p>
	<p><b>Parent Concerns Received Since Last Meeting</b></p>	<p><b>Discussion</b></p>	<p><b>Benard</b></p>

	None received at this time.		
	<b>New Business</b> none	<b>Discussion</b>	<b>Benard</b>
	<b>Next Meeting</b> <b>January 31st 6-8PM</b>	<b>Discussion</b>	<b>Benard</b>
	<b>Adjournment</b> Moved: Mr Olsen Seconded: Jon DiPietro		