



Meeting Minutes

Meeting: TFA Parent Steering Committee
Chair: Patrice Benard
Recorder: Elizabeth Sanville
Date/Time: 1/3/2018 Time: 6:04
Location: TFA Library
Distribution: Patrice Benard (Chair), Michael Lawton (Vice-chair), 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 6:04		Benard
2	REVIEW AND APPROVAL OF AGENDA Moved: Seconded:	Revise & Adopt	Benard
3	APPROVAL OF PREVIOUS MEETING MINUTES One change then accepted (from PSA to PSC) Moved: Michael Lawton Seconded: Jon DiPietro [link to minutes]		Benard
	Discussion regarding adoption of agenda vs. getting information to the chair prior to the meeting. The group decides there is no need to make a motion on accepting the approval of the agenda.		
4	RESPONSE FROM DEAN REGARDING GLOBAL EMAILS I sent the requested email on 12/27/17 and am awaiting response. Met with the Dean on 12/28/17. She will ask Lauren to set up the PSC emails and hopes to have that done the week we return to school. Watch your	Information	Benard

	regular TFANH.ORG email for the notification with instructions for setting that up.		
5	<p>WELCOME EMAIL Drafted by Ms. Apostoles Passed to all members to read/ discussion of the content and some editing/ revisions and why. Discussion of the charter and the description given vs. what should be included in the general description. "...add "As well as policy applied to school board members." PSC requests that you meet the following criteria: A child currently attending TFA Spent one Year at TFA and Have read and understand the charter."</p> <p>Remove second sentence of second paragraph "as a member of the board.....</p> <p>Moved: Jon DiPietro Seconded: Mr.Lawton Motion passed</p> <p>Ms. Apostles will draft and send to the group for a final check prior to going out to parents.</p>	<p>Revise & Adopt</p> <p>Motion made and passed</p>	Apostoles
	Info for inclusion in the Dean's weekly letter must get to her by noon on Thursday		
6	<p>POLICY REGARDING PUBLIC COMPLAINTS Committee members are asked to review this Board policy. This is the already established policy that we should follow. https://docs.google.com/document/d/1t231Bn0rNzzvUQ-NIPUmc00DI9LM8cCI7CS3TFIt5mE/edit</p>	Information	Benard
	<p>Policy regarding replying to parents discussed and some discussion about how to facilitate parent concerns and how to let parents be heard and "steer" them as needed. Liability and Credibility is discussed as far as how do we handle whatever information we are given. Public Complaints policy is discussed- Do we need to educate parents to the process? The policy is to guide the process and no resolution is necessarily needed in all cases.</p>	Discussion Future Action Item	

	<p>We are to be a voice of the parent and we need to be listening. Are we a liason from parent to board or board to parents? Review of the Charter P 39 “Parental Involvement will be defined through the parent steering committee”</p> <p>Action item for next meeting: Policy / Procedure for handling information And positive and negative information</p>		
<p>7</p>	<p>COMMITTEE PROCESS TO NOMINATE BOARD MEMBERS Chair sent Email to Chairman Hyotte. Please review the following copied from the 11/29 Draft Board minutes:</p> <p>The Parent Steering Committee shall meet to nominate to the Board of Trustees a minimum of three qualified candidates, if available, for every vacant opening of the designated parent/guardian slots on the Board of Trustees. A qualified candidate supports the mission of the school, and is not involved in activities considered illegal or damaging to the reputation of The Founders Academy. The Board of Trustees will consider the nominees at the next regularly scheduled Board of Trustees meeting and take action which may include the following:</p> <ul style="list-style-type: none"> ● select one of them ● ask the Parent Steering Committee to put forward additional nominees ● select a parent/guardian candidate to present to the Parent Steering Committee for their consideration ● other actions as may be appropriate or necessary 	<p>Future Vote</p>	<p>Benard</p>
<p>8</p>	<p>PARENT CONCERNS Response to parents should come from the committee and not from the individual. If an individual response is drafted should we cc the whole group? How do we proceed? Action Item will be discussed next month</p>	<p>Discussion</p>	<p>Benard</p>

9	<p>DISCUSSION OF PARENT NEWSLETTER <i>Is it working? Could it be better? Should we ask parents? - Chair, as requested by Dean</i></p> <p>Motion: To create a survey asking for parent feedback on the Dean's weekly newsletter. The Dean will publish the survey in a separate email blast from the newsletter.</p> <p>Motion made by Mr. Olsen Seconded: Mr. Lawton Motion passed</p> <p>Mr. Lawton agrees to create a google docs and share with committee prior to sending out. Email vote will be sent out for approval prior to being sent out to parents</p>	Motion Made and Passed	Benard
10	<p>VOLUNTEER OF THE MONTH Would we be willing to help the Dean with suggestions for that? Discussion if the Parent Teacher Student Association would be a good match Meeting on 1/9/2017</p> <p>Motion: This concern will be forwarded to the PTSA Made by Mr. Lawton Seconded by Mr. Olsen Motion passed</p>	Motion Made and Passed	Benard
11	OTHER NEW BUSINESS	Discussion	Benard
	Next Meeting Wednesday 1/24/2018 at 6 PM	Discussion	Benard
	<p>Adjournment time: 7:45 Motion made by: Jon DiPietro Seconded by: Jason DiPietro</p>	Motion made and passed	

