



# Draft Meeting minutes

**Meeting:** TFA Parent Steering Committee

**Chair:** Patrice Benard

**Recorder:** Elizabeth Sanville

**Date/Time:** Wednesday, 1/31/2018; 6-8 pm

**Location:** TFA Library

**Attendance:** 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)

**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)

Maureen Mooney (Dean), Matt Mercier (Interim Chair BoT).

Item	Description	Desired Result	Person Responsible
1	<p><b>CALL TO ORDER/ attendance</b>  <b>Everyone please sign in</b></p> <p><b>Time: 6:05 PM</b></p>		<b>Benard</b>
2	<p><b>REVIEW OF AGENDA</b></p> <p>Please send any items you wish to have on the Agenda to the Chair by noon on Wed, Jan.31st.</p> <p>Received a parent concern and would like to set aside time for the issue. Students and Mr Mercier will be asked to leave at 7:30 to discuss.</p>	<b>Revise &amp; Adopt</b>	<b>Benard</b>
3	<p><b>Public Comment</b></p> <p>Chair recognizes any member of the school community present to come forward to address the committee. We</p>		<b>Benard</b>

	<p>ask that all comments be kept to 3 minutes. Parents are encouraged to participate throughout the meeting, but this set-aside time is devoted to listening to their specific concerns.</p> <p>Discussion regarding if there any time we can petition for more time than 10 minutes to speak at the board meetings. Recommendation to send to the board of Trustees as a concern.</p> <p>Public comment at the BoT is discussed- and the protocol- it is to be used as a short statement time- not something to have an answer to, per se.</p> <p>The chair refers this concern to the BEDH policy.</p> <p>Discussion regarding: should the board have an email address that concerns can be emailed to?</p> <p>Mr. Mercier states that members should send an email-with longer concerns or concerns that they want a reply to, or discussion of and that the concern can be added to the agenda of the BoT meeting, if needed.</p> <p>Matt Mercier states that he would share his personal information and welcomes dialogue with all PSC members and parents. He can be reached at:</p> <p><a href="mailto:matt@acapella.com">matt@acapella.com</a> or (603) 498-6874- personal cell phone</p>		
<p><b>4</b></p>	<p><b>APPROVAL OF PREVIOUS MEETING MINUTES</b></p> <p><a href="https://docs.google.com/document/d/1cuxBXXYBzMTGtQgijy_g-EmEusu9l4RaNJhK7he9CVU/edit?usp=sharing">https://docs.google.com/document/d/1cuxBXXYBzMTGtQgijy_g-EmEusu9l4RaNJhK7he9CVU/edit?usp=sharing</a></p> <p>Mr. Lawton suggests that in regard to “tabling the motion”- under the heading of Official PSC Communication via Social Media That should read: Motion to table made by Mr. Olsen.</p> <p>Motion: Motion to accept the minutes with the changes noted Moved: Mr. Olsen Seconded: Jon DiPietro Motion unanimously passes</p>	<p><b>Discussion &amp; Vote</b></p>	<p><b>Benard</b></p>

<p><b>5</b></p>	<p><b>Handling &amp; Publication of Minutes</b></p> <p><b>What to do with the minutes of PSC meetings?</b> Not consistent with all grade levels being distributed throughout FB.</p> <p><b>Mr. Olsen proposes that the Chair</b> request a spot on the website to post the meeting minutes. There are committees listed on the website. That way all parents would have access. Chair requests that includes the agendas and the minutes.</p> <p>Mr. Jon DiPietro suggests that it would be easy to do this through the google drive system. Mr. Lawton suggests that it may be able to be handled through the webmaster.</p> <p><b>Chair to request</b> of the dean a spot on the website for agendas, draft minutes and accepted minutes</p> <p>Mr. Olsen makes a motion that the chair requests a spot on the TFA website to post the PSC agendas, draft minutes and that the approved minutes and that is where we officially post.</p> <p>Moved by: Mr. Olsen Seconded by Mr. Lawton</p> <p>Discussion regarding the listing of the information and distribution to families and parents.</p> <p>Unanimously passed</p>		
<p><b>6</b></p>	<p><b>Follow-Ups:</b></p> <p><b>Email thanking parents for applying- Krysten and Peter</b> Krysten reads the thank you email from this committee- Krysten will send it to the Dean.</p> <p><b>Email to Dean re: Newsletter - Mike</b> Mike will send info regarding questionnaire to the Dean and the data collected regarding the newsletter.</p> <p><b>Email to Board re: Nominations - Patrice</b> Patrice reads the email regarding the PSC nominations and this was sent to the Board.</p>	<p><b>Info</b></p>	<p><b>Benard</b></p>

	<p><b>New Parents Mtg - Krysten</b>  Krysten reads the information that we would like to bring to the upcoming New Parents Meeting Scheduled for Monday, February 5th at 6:00 PM.</p> <p><b>School Email Retention Policy - Patrice</b>  Awaiting a response from Mrs. Lavallee regarding the email retention policy</p>		
7	<p><b>Email/Phone Vote Procedures</b></p> <p>Discussion regarding rules of these two for “public bodies.” Chair suggests that meetings should not take place via email/ and conversation. RSA 91A may not necessarily apply for this procedure. Be mindful of transparency. Be mindful of discussing policy via email. Using technology to increase productivity or things already brought up in discussion is okay. Student discusses that anything brought up through email should be brought up at the meeting.</p> <p>PSC business will be done only done through PSC email  Practices / Norms should be set up regarding procedures and Mr. Olsen will collaborate with the PSC group to start compiling this.</p> <p><b>Chair will request an PSC email for the recorder</b></p>	Info & Discussion	Benard
8	<p><b>Consistency of messaging</b></p>	Discussion	Benard
9	<p><b>Social Media</b></p> <p>Discussion regarding posts on social media should we recommend that parents contact PSC?  Chair requests Mrs. Apostles draft a response to used as a standard response to parents directing them where to send issues if seen on social media.  Discussion regarding the posts on social media and keeping them factual. Keep a neutral and open position when posting. Be mindful of posts and how they reflect on the PSC.  Discussion: How does PSC plan to use social media to reach parents and where is the line between posts of people on this committee and/ or between “official” pages and “personal” pages. As members of this</p>		

<p>committee are we allowed to have discussion on official outlets or unofficial outlet? Do we want to monitor official school FB pages? What would we be able to share that would not be going through an official channel? Discussion regarding if the school to put together a FB page to share news?</p> <p>How are we representing ourselves as a committee? Be mindful of the image being presented by this board and representing anything having to do with the school. Personal social media is for personal posts and there is no official PSC page or TFA account. School posts should be factual, this does not have to be positive per se, but should be thoughtful and neutral.</p> <p>Private accounts vs. public are discussed and how would we have a policy that says we can't post our own opinion on social media? FB pages are parent sponsored and they are closed groups. Censorship is discussed as well as the standard of being a committee member and the weight of our words. It is customary that when you join a committee that represents an organization, what you post is a reflection of that committee and the organization. What is said on FB and other social media cannot be taken back and if it is said in the heat of the moment, it may not be the time or the place.</p> <p>Mr. Jon DiPietro suggests that the admin of the group make a post that it is an "unofficial" TFA FB page or somehow mark the top of the page that it may not reflect the school view, it is parent view.</p> <p>Mr. Olsen discusses if we are going to suggest a position on social media, it should be unified from the PSC, the BoT and the Dean</p> <p>Jon DiPietro moves that the PSC requests parent FB administrators clearly ID their groups as unofficial TFA groups and that the comments and opinions expressed do not necessarily reflect those of the school community, it's board or it's administration, staff or faculty. We request that this be communicated as a unanimous sentiment of the PSC and Administration by the next board meeting. Seconded by: Mr. Olsen Motion passes unanimously</p>		
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	<p>Discussion regarding the next meeting agenda item and its relevance to this board and its role.</p> <p>Mr. Olsen requests that the BoT agenda to the next meeting and that the items be broken up for discussion and include the resignations, the roles and responsibilities and the job of “steering.”</p> <p>There are public resignations on the website and are issues that need to be addressed.</p>		
9	<p><b>BoT Agenda</b>  <b>Action: Moved to the next meeting</b></p> <p>(Currently we know that the Board will be reviewing and reworking the Administration’s document on the Roles and Duties of Board Members.  <a href="https://docs.google.com/document/d/1gE0-RUGHu-LSjj2O06c734owUJ0OT5o5C48js0HN5L8/edit">https://docs.google.com/document/d/1gE0-RUGHu-LSjj2O06c734owUJ0OT5o5C48js0HN5L8/edit</a></p> <p>We also know that there were 3 resignations from the Board, and those resignation letters were posted. Some of the issues raised in the letters were:</p> <ul style="list-style-type: none"> <li>● Lost confidence in administration</li> <li>● Systematic and continual disregard for parents</li> <li>● Teachers being browbeaten</li> <li>● Lack of continuity</li> <li>● Behavior of board members at D oE meeting (were defensive and demanded to know which parents complained)</li> <li>● Lack of transparency</li> <li>● Character attack by board member</li> </ul> <p>The Board may or may not answer these concerns of their own free will. Do we want to ask our parent reps to ask that any or all of these concerns be placed on the Agenda to answer those concerns? As we have 8 parents present at all of our meetings, we have more parental input than the Board. We need to let the reps know what issues are of concern to parents. )</p>	Discussion	DiPietro
10	<p><b>Parent Concerns Received Since Last Meeting</b></p> <p>This is the point where the Chair asks for all members to bring forward any concerns/communications from parents</p> <p>There is a parent issue that was brought to the Chair. Do we want to restrict this issue to just the PSC or to parents that are here as part of the group?</p>	Discussion	Benard

	<p>If privacy is upheld, parents should know the concerns that are being brought up. Sometimes another opinion or other thoughts may help. Privacy is discussed: privacy for the student, parents.</p> <p>Do we have the knowledge? Do we have the legal ability to solve it? Do we suspend minutes? Our role is to direct to the chain of command- Teacher, Director of Faculty, Dean, the Board of Trustees, please refer to Policy: BEDH KEB</p> <p>We do not solve, we steer parents</p> <p>Motion: Mr. Olsen makes a motion that parent concerns that are brought to committee are dealt with by committee only. Seconded: Krysten Apostoles</p> <p>Discussion regarding confidentiality and future procedure. Motion passes with Mr. Lawton abstaining <b>7:59 Private session starts board only-</b></p>		
<b>11</b>	<b>New Business</b>	<b>Discussion</b>	<b>Benard</b>
<b>12</b>	<b>Next Meeting</b> February 12, 6:30 8 pm in the TFA Library	<b>Discussion</b>	<b>Benard</b>
<b>13</b>	<b>Adjournment</b> Moved: Mr. Jon DiPietro Seconded: Mr.Olsen 8:10		

These minutes are meant to be an approximation of the events that took place and should not be taken verbatim, per se, with the exception of the Motions made by members.

Respectfully Submitted,  
Elizabeth Sanville