



Parent Forum Meeting Agenda

Monday, September 25, 2017

6 pm

HGS Multi Purpose Room

- I. Welcome
 - A. Kerri OBoyle called meeting to order 6:02 pm. Officers in attendance introduced themselves. If anyone is still interested in volunteering see us.
- II. In attendance
 - A. Number of members present-23 members, PF officers: Kerri O'Boyle-PF President, Joy Nelson-PF Vice-President, Meghan Feliciani- Secretary, Susan Hynds-PF Treasurer, and Renee Samuel- PF Fundraising Coordinator. Also in attendance, Maria Rozaieski-Principal, Dr. Marie George.
- III. Approval of minutes
 - A. Minutes from May approved
- IV. Grandparents, Friends, and Family
 - A. Had planned to have leader speak tonight but didn't work out; trying to get grandparents more involved. They need to have their clearances to volunteer in the school. The next meeting is Oct. 16 @ 6:30 their first meeting.
 - i. Leave emails for parents or your emails to receive communication from the GFF.

- V. Clearances

- A. All volunteers need Child Abuse Clearance and Criminal Background Check. If you have not been a PA resident for 10 years, you also need FBI Fingerprints. The same goes for the GFF. Clearances are free for volunteers, just need to check off volunteer. Patty has a file of who has the clearances and when they expire. UPS Store in Dunmore is closest to the school and does fingerprinting, you need to register online first and then make an appointment.

VI. Bingo

- A. **Date-** Jan 28-Sunday-afternoon-JCC
- B. **Rental fee-**raised from 200 to 300-bringing it to a vote to keep it there or if we explore different venues. Think it is a reasonable price. Looking and covenant presb. Is a little ore expenc. St. MARY's center hasn't returned phone call. Church holds 350; jcc holds 250. Hoping to lock them down this week. Other ideas of venues-Dunmore Community Center-Chris Kearney. Only holds 150 ppl. JCC is a hike but we know it and they let us set up ahead of time. Will call them this week and see. Penciled in for it, will bring it to a vote next meeting.
- C. **Contribution-**everyone got a contribution letter. Any help is appreciated. Bottle of wine, prize, basket, nothing will be turned away. If you know any businesses that would consider donating, it would be great too. Hair, nails, anything for a bundle. It is our biggest fundraiser of the year, (almost 8 k of income for PF).
- D. **** Note no Fall Bazaar this year because of lack of manpower****
 - 1. If anyone has ideas for other fundraisers to replace it please let us know.

VII. School Store

- A. Karen is running the school store this year. And said that, "It is a lot of fun, kids LOVE it!"
- B. Talk to Maria and Mina about what we sell-erasers, kids are playing with items and not leaving them in their backpacks as they should.
- C. 3rd graders help-count money and do sales themselves. Do bank and see how much they made. Great learning tool.
- D. If anyone wants to peek at the store at the end store will be open.

VIII. School Updates (Dr. Marie George)

- A. Dr. Marie George, CEO Introduction-August 2017
- B. Met with teachers first
- C. 3 parent focus groups from the summer
- D. Hat of consultant for first part
- E. What was reported to the board-engaged by the board and reported to the board what they were responsible for.
 - 1. Student learning and student experiences
 - 2. Professional development
 - 3. Resource needs
 - 4. Communication
 - 5. Staffing
 - 6. Policies and procedures

F. Methodology

1. Info gathered from 10 focus groups, 4 interviews, and school documents
2. 68 individuals participated
 - a) 26 parents, 33 employees, 9 board members
- ii. Iterative process process
- iii. Data synthesis

- b. Five major findings with 17 recommendations made to the board
 - i. Administrative skills gap

Recommendation 1-Hire a experienced admin

- a. 3 years is too long to go without

Recommendation 2-Focus Principal's responsibilities

- b. Too much for 1 person to do

Recommendation 3-Reduce span of control for principal

Recommendation 4-Evaluate organizational structure

- c. Is this working? See how it goes and evaluate.

Recommendation 5-Increase formal communications

- d. Diverse in terms of what it means.
- e. Mom and Pop school-small and everyone knew each other-infor was understood. Tassit learning. As you grow have to write something down and without it in writing-you can't hold anyone accountable. You wouldn't expect this for the students. Have to formalize policies, procedures, etc. not dependant on who is in the seat, but who is next in the seat.

- ii. Mission related pedagogy

Recommendation 6-Prioritize and fund faculty PD programs

- a. Faculty turnover, maria and faculty should determine what is best here

Recommendation 7-Identify MI peer institutions for collegial exchanges and information sharing.

- b. Who else is in this boat that we are? Can we develop and expand this list?
- c. Michele-month long online course-will let us know if it is helping. Hasn't dug in yet. On her own initiative- Maria would like to have all teachers take part in it, but we need to find ways to fund it. She (Michelle)pays for it out of pocket.
- d. Hope in the future there will be a plan for this and how to approach it. Not top down, get together to work together.

- iii. The student experiences-all want what is best for the students

Recommendation 8-Conduct ongoing academic program review and continuous cycles of improvements.

Recommendation 9-Engage in collaborative academic planning, link academic plan to strategic planning

****Recommendation 10-Revise student discipline policies**-across the board-consequences not suitable or relevant, age appropriate. Procedures, who does what when, consistency? Is chain of command academic?

****Recommendation 11-Examine best practices in ed technology; develop action plan for HGMS**-across the board-an issue-world is rich in how we can use technology to increase the learning experience-do great things, but can do more. Cutting edge-push boundaries-what's coming down the pike?

****Seen in all groups as main concern.**

Recommendation 12-Expand IT role to include instructional technology

iv. HR functions

Recommendation 13-revise faculty/staff handbook; establish time for board review

- a. Was in process of being done, gives the board a way to see what if anything is missing, ie: child rearing policy.
- b. Performance reviews, induction, orientation-working out, not working out. Liability of not doing HR stuff the right way-->huge responsibility and

Recommendation 14-Conduct an external audit

Recommendation 15-Consider integrating HR with Business

Manager position

v. Space Utilization

Recommendation 16-short term review impact (form and function) of all facility changes

- a. What's the impact?

Recommendation 17-long term conduct space utilization/master planning linked to strategic plan

vi. In a nutshell those were the findings

vii. 17 recommendations total made to the board

c. Next steps-CEO-following up on the above steps and prioritize them. What's most important to be done first? What is the financial cost? Establish a plan. Done by when? By whom? At what cost?

d. Oct. meeting will be presented

i. Questions from PF-

1. Will there be a gifted program?
 - a. GIEP's-not immediately. Before starting strategic planning process-wanted to correct internal operational issues first.
2. Space-Do we still own the property down below.
 - a. We still own the property, no plans at the moment.
3. How will we get notifications on board meetings?
 - a. Board minutes-take a month turn around.
 - b. All are welcome to come to the board meeting.
4. Will staff have a meeting to find out about the findings?

- a. In Oct. full time, weekly staff meeting for more institutional focus.
 - b. Dr. George will do the first and third meeting of the month.
- 5. Are board meetings public?
 - a. Board meetings are public meetings. Anyone can attend.
- 6. Can meetings be recorded?
 - a. Only minutes, can be written down, can't be recorded with video or audio-not recommended.
- 7. We don't elect our school board, is there more ways to get the parents and teachers involved?
 - a. Yes. Formal communication to get together-receptions, but regularly scheduled.
- 8. How do they (School Board Members) get there?
 - a. Most non profits come from the nominating process. Is anyone interested? Have to avoid conflict of interests. Looking at expanding committees with no board members.
- 9. What are the specifics of the Board?
 - a. Finance, development, facilities, personnel, etc.
- 10. Dr. George will present and take questions as needed. Will be full time in Oct. so will be available more. Her door is always open.
- 11. Wondering about short term solutions...
 - e. Operational effectiveness study recommendations

IX. School Updates (Principal)

- A. **Dismissal time** has not changed-2:50- last year buses lined up earlier, classes are scheduled till 2:45, buses, then car line. Things happen and hold them late. Waiting on the buses.
- B. **New food service program**-searching for a perma. Food service replacement. Now have a person who volunteered to hold us over until we find a more permanent solution.
 - 1. Dunmore school District-need a school district willing to do that. A lot of districts aren't willing to help because of our size.
 - 2. Looking at ways to reduce the cost? Our lunch prices are 3x the regular public school lunch. Free and reduced options-are they available?
 - 3. Size of school is an issue bc we are too small.
 - 4. Expected a reduction in price with the loss of restaurant, was disappointed that it did not happen.

X. New teachers/staff-

- A. Ciara Cawley- $\frac{3}{4}$ grade inter teachers
- B. Kaitlin Hicks-
- C. Looking for another intermediate aid

XI. Extracurricular activities and clubs

- A. Changes to how they are run, should see a form coming home in the next 2 weeks with offerings. The main change is they are being facilitated through the school vs. just run by the teachers.
- XII. Teacher Presentation-Mina Ardestani
- A. Sycamore and google classroom for parents
 - B. Email from her as Spanish teacher
 - C. Sycamore-Online school mang system-announcements, grading, conferences, report cards, student info, records, calendar, directory, cafe menu,2230 school id, user name same as last year. Demo'd home screen and showed parent perspective. Can switch between kids if you have multiples. Go through tabs on left hand side. Are teacher birthdays at the bottom.
 - D. Front desk-employee directory. Classroom direct., departments and facility-not active
 - E. Info Center-Cafe menu is on there-can also access balances.
 - F. System help-welcome abroad, online manuals/faqs, training video
 - G. My family-information, verify family information, contacts, students, medical
 - H. My school-notifications, sign up for email, text, or call notifications, and P/t conferences-conference times with HOMEROOM teachers.
 - 1. December conferences
 - I. Notifications screen-select parent and how you want to be notified. Be sure that you select the correct carrier. Click on notification list.
 - J. My accounting-summary-childcare, cafe balances, shows meals orders and balances
 - K. My organizer-this is where you change your password
 - L. Report cards-grades and report cards. Not all teachers put grades in bc it defaults to no grade which equals a 0. Went through step by step how to log in and view report cards. Documents, grades, schedule, attendance all available
 - M. Student emails-all 1-8 have email addresses. Primary class up we use google classroom. First initiallastname@myhgsd.com, password is learn1615. School emails are used through 8th grade. This email follows them. Some turn in work that way.
 - N. Google Classroom-google school-student teacher communications. 3-8 have hw planners provided through school. Now teachers have another form of communication. Student are to submit assignments electronically.
 - O. Google app.classroom.google.com-instant notification-have to go to settings notification. Get automatic alert when teacher posts.
 - P. Log on screen shows classes. More user friendly.
 - Q. For email notifications-go into settings
 - R. Use your child's email, not your email.
 - S. Can set up a daily summary checklist. Have to communicate this with the teacher in order to sign up for this.
 - T. Questions?Email mina with questions.
- XIII. Family Fun Nights-Monthly stay tuned for details. Great opportunity to come together as a school community
- XIV. Montage Fundraising/Ski Club
- A. Jenny-2 opportunities with Montage for the winter

- i. Fundraiser-season passes-school gets 50 dollars back-form going out by email this week. Deadline Fri Oct 27. Montage will send money back. Waterpark passes will go out in the spring.
- ii. Ski club at Montage Mountain- Only Sunday club this year-interest in a weekday meeting-holiday-can run club on another day if there is interest. Sign up friday before the Sunday. Lift tix, rentals, and lessons. Will be coming in an email soon. Snowtubing and airboarding too.

XV. Box Tops

XVI. Treasure's Report

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| Starting Balance | \$13,579.21 |
| Disbursements | \$3096.00 |
| Income | \$101.69 |
| Ending Balance | \$10, 583.79 |
| Future Earmarks | \$3832.84 |
| Anticipated balance | \$6750.95 |

XVII. Important Dates

- A. Meetings-Dates posted on FB page. Please remember if you have a child at HGMIS you are a part of Parent Forum.
- B. Special Events-Posted on FB page and fliers are sent home with children.

XVIII. Questions/Comments

- A. Meetings are not normally this long. Please be sure to come back.

We will be raffling off a Robas prize pack including 2 VIP passes at the meeting. \$1 per ticket or 6 for \$5!
Winner was Tonya Fox.