

# Parent Advisory Council – PAC

Delton Kellogg Elementary School

Meeting Minutes for January 12, 2007 – 8:30 A.M.

## Call to Order

The meeting was called to order by facilitator, Principal, Brenda Pickett 8:35 A.M.

Minute Writer, Jean Hoelscher

Time Keeper, none at this meeting

## In attendance

Brenda Pickett, DKES  
Principal

Dirk Van Diver, DKES

Assistant Principal

Jean Hoelscher, Parent

Crystal Dallavalle, Parent

Kathy Forsyth, Parent

Nancy Grizzle, Parent

Stacey Pursley, Parent

Mandy Reinhart, Parent

Jennifer Bever, Parent

Michelle Homister, Parent

Julie Aukerman, Parent

Jill Roblyer, Parent

Audrey Gillig, Parent

Marie Ferris, Parent

Kimm Ray, Parent

Missey Green, Parent

Amy Dole, Parent

Julie Grimes, Parent

Stephanie Stevens, Parent

Emma Grace, Parent

Sabrina Risner, Parent

## Introductions

Each member of the group introduced themselves and shared their connection with the Delton Community.

## PAC Structure

The purpose of PAC is to offer parents a vehicle to work together to share their concerns and ideas to enhance our student's learning opportunities and find ways to make our school a "School of Excellence".

It was agreed that meetings would be conducted with a facilitator, minute writer and a time keeper. Brenda Pickett will maintain the role of meeting facilitator. The positions of minute writer and time keeper will be filled by volunteers at the beginning of each meeting. Minutes will be posted on the school's website.

Since the PAC is a newly formed group, ground rules were formed and agreed upon (see Ground Rules).

Meeting Times: Meetings will be held on the 2<sup>nd</sup> Tuesday of every month in the conference room. To help accommodate various schedules, the group decided to meet on the following rotating schedule:

Even months: Meetings will be scheduled in the evenings, 6:00 PM– 7:00 PM

Odd months: Meetings will be scheduled in the afternoons, 1:30 PM– 2:30 PM

Child Care: Brenda Pickett will work on child care arrangements for the meetings.

The following agenda will be used for future meetings:

- Call to Order
- Introductions and Attendance
- Acceptance of previous minutes
- Old Business – (Update on active items from previous meetings)

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- Parked Items - (Items carried over from previous meeting that were not previously discussed or are waiting for a solution).
- New Business – (New issues to be discussed)
- Next Meeting – Reminder of when the next meeting will be.
- Kudos
- Adjournment

## Ground Rules

The following ground rules for meeting conduct were formed:

- Be respectful of each other and conversation content.
- Time Limits – be aware of how much floor time a discussion is taking. You may be motioned by the time keeper to 'wrap-it-up'.
- Meetings should be concluded in 1 hour.
- Personal Issues – See Brenda or Dirk to address personal issues in private.
- The PAC is a solution oriented group.
- Meeting Minutes should be submitted to Brenda Pickett within 1 week of the meeting.

## New Business

### Meijer Community Rewards

The group discussed the benefits of the Meijer community rewards program and the dilemma of missed opportunities.

The following solutions were suggested:

- Send home another Meijer flyer with a write-up of how the rewards program benefits our school.
- Try to attain from Meijer which families are using the rewards. If we can receive this data, we could possibly use it to create an incentive award for the students. Example – each time a card is used, an entry into a drawing is made.
- Using data we already have (name, address, phone) merge parent info on a Meijer reward application with our school's code #. Send the applications home for parents to sign. We can send them all in together. It would be the parent's choice to sign and return or throw away.

*Solution: Brenda will consider the suggestions and seek help from council members to implement.*

Brenda discussed that the funds received through the program last year were used to fund the summer reading program. For this year, she will look into seeking other funding for the summer reading program so we might be able to use the Meijer Community Rewards funding for the new playground equipment.

### Access Information

Some council members shared concern over how much personal data was shared on the PAC invitation (Name, Address, Phone, E-mail). There were also concerns from others that the council members should be accessible when other parents have issues they wanted to discuss.

The following solutions were suggested:

- Do not share address information

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- Have IT create a PAC email distribution address so all members of the PAC would receive the email without having to give out their actual email address.
- Members of the council were giving the opportunity to cross out any information that they did not want shared outside of the group.

*Solution: Brenda will update list to exclude data that members do not want shared and will discuss email distribution possibilities with Brian.*

## Communications

The problems regarding lack of communications, timing and duplicated communications were discussed.

The following solutions were suggested:

- To achieve one per household efficiency and in an effort to save paper and waste, have teachers place 'dots' on cubbies for which students should or should not receive a communication.
- In an effort to motivate parents to look for and read communications from school, Brenda could 'hide' little items in her newsletter. Example – a child's name, or instructions to wear his or her shirt backwards and show Ms. Pickett if mom or dad read her newsletter.

*Solution: Brenda will utilize members from the PAC to insure communications are done efficiently and cost effectively. Michelle Homister requested to be included in the implementation of the one per household solution.*

## Health/Cleanliness

Building Cleanliness – the group discussed concerns regarding the cleanliness of the floors throughout the elementary building school.

*Solutions: Brenda will address the quality of floor mopping and will ask teachers what they need to assure their individual carpets get vacuumed on a regular basis.*

Health Communications – the group discussed options to improve communications and education back to parents regarding health concerns in the school. Example: Although notes are currently sent home to all students in the same class as the ill student, depending on the illness, it may be appropriate to also send notes home with children that use the same restroom facilities or are together for specials. It would also be helpful to receive information about how to prevent and general education regarding illnesses.

Head Lice – the group discussed the problem of head lice and ways to help control it. Brenda sited that the school had to adhere to state health department rules. 1. If the student only has a few nits and the school is able to remove them, the parent is notified and the child is allowed to return to class. 2. If the child has several nits or live lice, the parents are notified and the child is sent home. Kathy works with families of children that are infected with head lice to help ensure proper treatment. The group discussed sending an education piece home with all students with ways to prevent and treat head lice.

*Solution: Brenda will discuss with Kathy to create an education piece regarding some of these uncommon illnesses and ways to prevent and treat them. Jill Roblyer volunteered to help*

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*implement this solution. Administration will also seek ways to improve communications back to families when there has been an illness.*

## Parked Items

- Dad's Patrol
- Student Lunch Rooms
- Parking in front of Elementary School
- Scripts

## Next Meeting

Tuesday, February 13, at 6:00 PM, Conference Room

## Kudos

The group was fired up to have this opportunity and to be acknowledged. Other comments made: Positive, Healing, New Energy, Honesty, Bridging the gap. The group appreciated Brenda and Dirk for taking the time to meet with them today. Everyone LOVES the new website!

## Adjourned

Meeting was adjourned at 10:10 AM

*Minutes prepared by: Jean Hoelscher*

Agenda for Next meeting:

- Call to Order
- New Introductions
- Acceptance of previous minutes
- Old Business
  - Meijer Community Rewards
  - Access Information
  - Communications
  - Health/Cleanliness
- Parked Items
  - Dad's Patrol
  - Student Lunch Rooms
  - Parking in front of Elementary School
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- New Business
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