

Westland Elementary School Community Council 2015-2016

April 4, 2016

2:00 – 2:57 p.m.

Faculty Room

ATTENDEES: Barb, Sara, Shellie, Kerri, Neffy, Julie, Joi & Kelty

Excused: Nikki, Carrie & Michelle

Guests: Sandi, Jen Atwood (Jordan School District Board of Education)

AGENDA

Welcome!

1. Minutes were APPROVED for March 2016 Meeting (via e-mail majority vote).
2. Timeline.
 - a. We are up-to-date on the timeline. This will be our last SCC meeting until fall 2016.
 - b. Look for a link that will be e-mailed to you verifying you participated on the SCC – please follow the link it's the official signature form.
3. Surveys.
 - a. Joi shared a “draft” survey to SCC (see attachment). SCC offered feedback (ie. 1. Change to Great Artist Program & Book Fair under PTA, and Safe Walking Route under SCC; 2. Add 2016 School Land Trust money amount & add Instructional Aides salaries & benefits to 2014-2015 year (including what academic need the Instructional Aides were used for). The questions are clear, short, and informative! Joi will create it on Survey Monkey.
 - b. Discussed creating a list of activities that PTA funds cover at school and add to fall 2016-2017 SCC agenda too. Barb and Neffy volunteered to create a list & submit to SCC.
4. Bridge between SCC & PTA.
 - a. Kathi Gibson (PTA Pres.) is preparing questions to add to SCC questions for the parent survey to be ready for the Book Fair on May 11, 2016. Neffy will get PTA questions to Kerri who will forward them to Barb & Joi.
 - b. Parents will be given access to school computers to complete survey. Paper copies of the survey will also be available in the front office.
 - c. Sandi mentioned that she could do Sky Alert calls to remind parents to complete survey on-line or in the school.

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- d. Discussed utilizing faculty to help reward students with whatever classroom incentive they have for those students who have parent's complete the survey. Shellie & Sara will announce the idea in their next faculty meeting held that week.
5. Land Trust 2016-2017 School Year & School Improvement Plan (SIP).
 - a. Plan has been submitted with approved addendum for technology piece added to the math and reading goals & carry over in budget.
6. SCC column in monthly school newsletter.
 - a. Neffy will have the column ready for editing soon. She will send it to Barb & Kerri for approval.
7. Other items for discussion.
 - a. Jen Atwood shared the Jordan School District's 5 Year Building Construction Plan (see attachment). She explained the background work that went behind this plan and answered any questions about it. She shared how the up-coming bond that will be on the next ballot for elections will be to support this 5 Year Building Construction Plan, which will roughly affect residents approx. \$16.36 to \$17.21 per household, and businesses approx. \$29.73 to \$31.27 per business.
8. Future agenda items.
 - a. Barb mentioned to look for signature forms that will be coming via e-mail approval.
9. Next Meeting: Fall 2016-2017 School Year.
10. Adjourn.

ACTION ITEMS:

1. Barb accepted the assignments to:
 - a. Make sure signature forms are ready to go out via e-mail
 - b. Create a list of activities PTA funds cover at school
 - c. Review & approve PTA questions going out in Parent Survey
 - d. Review & approve Neffy's draft of SCC article in school newsletter before it goes for submission to editor.
2. Kerri accepted assignments to:

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- a. E-mail copy of April Minutes to council members for vote of approval by Mon. Apr. 11, 2016. Votes due by Mon. Apr. 18, 2016 by 12:00 p.m. (noon).
 - b. E-mail copy of approved April Minutes to Shellie to post on school website by Mon. Apr. 25, 2016.
3. Shellie accepted assignments to:
 - a. Announce in next faculty meeting Survey incentive in classroom.
 - b. Post approved April Minutes on school website by Mon. Apr. 25, 2016.
4. Sara accepted assignment to:
 - a. Announce in next faculty meeting Survey incentive in classroom
5. Joi accepted assignments to:
 - a. Add approved PTA questions with SCC questions in one survey to go out to parents on-line using Survey Monkey. This survey's intent is to clarify the purpose and differences of both councils.
 - b. Prepare a paper copy of the survey to be accessible in the front office.
 - c. Prepare small flyer (4 per page) with info. on survey. Put in teachers boxes to go home with students.
6. Neffy accepted assignments to:
 - a. Assist Barb in creating a list of activities PTA funds cover at school.
 - b. Forward PTA survey questions to Kerri who will send to Barb & Joi.
 - c. Write a brief column in school monthly newsletter to educate parents about the purpose and actions of SCC, and submit brief column to Barb & Kerri for approval before submitting to newsletter.
7. Sandi accepted assignment to:
 - a. Do Sky Alert calls to all parents reminding them of the survey details (ie. what, when, where, how, and why)
8. Council Members accepted assignments to:
 - a. Sign digital signature form by following link that will be e-mailed to each SCC member.
 - b. E-mail vote of April Minutes to kerri.oakeson@gmail.com due by Mon. Apr. 18, 2016 by 12:00 p.m. (noon)
 - c. THANK-YOU for serving on this important council!