

PAC Meeting October 23, 2014 3:30 p.m.

In Attendance: Sarah Miller, Joe Miller (briefly), Shannon Ryan, Michael Hanson, Thomas Gossard, Virginia Morgan, Kathy Recken, Heather Pearson, Susanna LaRock, and Heather Harrison (via phone)

There was a movement to add a general “housekeeping” to the unfinished business section of the agenda in order to address any unfinished business that may come up during reading of the minutes from the last meeting. The motion was approved and the agenda was approved with a housekeeping amendment.

The minutes from the September meeting were put up on the smart board for all to read. There was a motion to approve the minutes, the motion was seconded and the minutes were approved.

There was a motion to add Kathy Recken to the board as a Community Representative; the motion was seconded and approved. There was also a motion to add Thomas Gossard and Shannon Ryan to the board as teacher representatives; the motion was seconded and approved.

During the principal’s report, Michael handed out a print out of early release days for the entire year. She pointed out that last year all early release days were on Wednesday. This year there has been a change and some of the early release days are on Friday in order to give families a longer weekend. One early release day is the Wednesday before Thanksgiving. **AI:** Virginia suggested the ski dates and other important dates be added to Michael’s handout and made available for parents or at least posted by the calendar. Michael spent some time explaining what the staff does on early release days. She explained that this time is used for professional learning communities to work together; usually the staff is given something to work on such as looking at data for students, benchmark assessments, sharing strategies, discussing new recording standards in report cards. Shannon briefly explained that teachers are emailing summary report cards, but parents may request detailed report cards. Shannon then handed out standards for Referenced Scoring Scale which explained the new report cards. Kathy Recken suggested that teachers take time to explain the new reports cards to parents in conferences.

Michael went on to explain what the staff did on the last in-service day on October 17. The staff went over issues with the computers. The district is now allowing access to Facebook and Youtube with filters; the district policy is that computers are educational tools to be used for educational purposes. Michael had talked with a district IT person and asked if it is possible for a student to get on YouTube at school and access videos that shouldn’t be seen; she was informed that even with the filters that scenario is possible. Michael explained that the staff discussed these issues at the October 17 in-service day, and that it was discussed that the staff is accountable to provide supervision for students using the internet, and if there are abuses they can be addressed. Teachers were encouraged at the in-service to teach the students to log off in order to protect themselves and their accounts. The students who take classes on computers on their own are informed that the computers are for educational purposes only, and that internet access is a privilege; one infraction could result in losing internet privileges for the whole school year. Shannon explained that the students are taught that if they do get somewhere on the internet where they shouldn’t be they are to report it immediately so the staff may be able to figure out how they got there and so that the staff knows it was unintentional. There was a brief discussion about the

use of Pandora and how it may be possible for students to set up accounts, or for parents to set up accounts for their students that would not allow explicit lyrics, but would allow children to have music to listen to while at school.

Michael then went on to explain that the district did a walk-through of the school to look at things that we want done. Sometimes projects carry over from year to year. The post in the hall has been repaired. Michael requested that with any repairs or updates the aesthetics of the building be kept in mind. It is a beautiful building and she would like to keep it that way. The school is on a list to be painted next year. Michael also discussed an equipment fund that the district receives each year to fix broken equipment or to continue programs that were started previously. The school has been approved to receive money for a stackable washer and dryer to be placed in the far poly com room. The school will also receive money to purchase new desks and versatile furniture. Michael was not sure when we would be receiving these items. Kathy asked if Michael could write a State Capital Improvements Grant. Michael stated that in this case the money comes from the district.

Michael gave everyone a hand-out of the district goals. Kathy asked about the school goals. Michael said that they are posted on the school's website under School improvement plan. Michael also stated that we will review where we are on those goals at the next site council meeting and the goals will be updated on the website then.

There was a brief discussion about the fact that there will be a KPBSD App coming soon w/ a Google calendar. The question was asked whether the Google calendar could be accessed without a smart phone. **A I:** Michael did not know but will find out.

Tommy started the teacher's report by informing everyone that we now have our own ski day at Alyeska. We will be joining Moose Pass, Hope, and Whittier Schools on Tuesdays this year. Ski dates are: Feb. 17 and 24, March 3, 24 and 31, and April 7.

Tommy also informed everyone that the Battle of the Books will be on February 10th and the 3<sup>rd</sup> 4<sup>th</sup> and 6th grade will be participating in the 5<sup>th</sup> and 6<sup>th</sup> battle.

Shannon then explained that the teachers are going back to the disciplinary forms, and that the return to this system may result in parents being called to pick up students. Michael mentioned that when things are going well it seems like the system isn't necessary, but it is important to have a system in place. A student will be asked to fill out a form upon the first infraction of the day; the second infraction of the day will result in a student calling a parent to inform them about the behavioral issue, and a third infraction will result in a parent being called to pick up the student. It was mentioned that this system takes the pressure off of teachers. It is known that we have a system with expectations of the students; if the students refuse to live up to expectations the system is in place to deal with this. Kathy asked what would happen if you were sending the same kid home from school day after day. We do not have this issue at the time. Virginia requested that more time be spent with students helping them create plans to improve behavior. Shannon then explained that she is working with the students immediately on plans to correct behavior. The students are expected to come up with a plan; if they need help then Shannon helps them. Shannon's policy is to send forms home the day they are filled out for parents to sign and

return them. If you haven't seen a form, your child has not had to fill one out. **A I:** It was mentioned that Shannon should take some time to explain the system to parents at conferences and that it should be explained again at subsequent PAC meetings so that parents understand the system.

During the treasurer's report Heather Pearson explained that there are two separate accounts that she is looking at. The PAC account has money from the St. Patrick's Day fundraiser and it pays for skiing. There is also a General pupil account which is made up of all other donations and which the teachers use for other field trips. In looking at the past activities in these accounts, Heather found a few discrepancies, but she also found that in the end everything all reconciles. The PAC account balance is \$4509.70. Heather then gave some notes on generally accepted accounting practices that needed to be followed when dealing with both of these accounts. Michael explained that there are many checks and balances in place for accounting in the district. Heather then explained that with any money coming in or going out there needs to be a separate line item each item needs to be specific and described in detail; there should be a numbered receipt for any payments received, and there should be a receipt book in duplicate for each separate account. After a brief discussion it was decided that **A I:** Michael will purchase a receipt book and each receipt will somehow specify if the money goes to the PAC account or the General Pupil account. It was also mentioned that this receipt book should be accessible for subs and teachers when Heidi is not present so that the accounting can be kept up to date. It was mentioned that the generally accepted accounting practices are important for the protection of the staff and that there have been accounting issues in other school districts recently.

It was mentioned that the minutes for the May 2014 meeting have been added to the website.

There was a brief discussion on the need for staff training in positive communication skills as was discussed during the December 2013 PAC meeting when the discipline form system was discussed at length. Michael brought up an adult expectations form on the smart board and Kathy suggested that it be posted in the school. **A I:** Michael will try to find some training that the staff can do on an early release day. Kathy mentioned that you cannot require that the public communicate in a certain way, but if the staff is trained on positive communication then their skill may disarm a person who would otherwise not behave well.

It was mentioned that parents had requested Power School Log-in information at the September PAC meeting **A I:** Heidi will print those off for parents

There was a brief discussion about the video cameras around the school Heather Pearson wanted to know if they were on. Michael mentioned that if they were on she does not have access to them like she does with the Hope School cameras. The cameras are in place so that if anything happens at the school it can be reviewed.

Heather asked that Michael give us a little bit of notice on days that she will be in the school. Michael said she would try.

There was a discussion about the possibility of sending students home with weekly folders in order to increase communication and to get forms to parents in a more organized fashion. It was decided that,

rather than send a folder home, forms would be placed in parents mail boxes in the hallway and that parents would be emailed a reminder to check their boxes for form.

It was mentioned that Tommy and Shannon were not receiving all of the emails that parents receive. Parents should check with Heidi if they are not on the email list.

There was a discussion about the November Saturday Market. Cooper Landing Community School donated \$1000 to the school last year. Community School is requesting that the PAC help with food at the Saturday Market. This is an opportunity for the PAC to raise money. Parents are asked to provide soup or a baked good or both which will be sold for \$2 per cup. This will only be successful if there is backing from the parents. The PAC has lost its major fundraiser with Sunrise being closed this year.

There was a discussion about the recent decline in attendance for PAC meetings. It was mentioned that the length of the meetings may be a factor. The General PAC meetings should be shorter than the Site Council meetings. The next General PAC meeting will be held on Thursday November 6 at 12:30. Kathy suggested that we share test results and what they mean at this meeting, so that the community knows what a great school we have.

It was decided that the next PAC Site Council meeting would be held Thursday January 29 at 3:30 p.m.

Meeting was adjourned at 5:30 p.m.