



## **Cooper Landing School Parent Advisory Committee**

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### **Cooper Landing School PAC/Site Council Meeting Minutes**

**Wednesday, August 30, 2017**

*The mission of Cooper Landing School is to provide a positive learning atmosphere, placing the highest emphasis on academic achievement and service to the community, while maintaining a balance between school, family and community activities. This will be accomplished by meaningful communication and collaboration to utilize all available talents and resources.*

Called to order at 12:35

#### **Roll Call**

Doug Hayman, Tommy Gossard, Virginia Morgan, Susanna LaRock, Kathy Recken, Jessica Larsen, Heather Harrison

#### **Approval of Agenda**

Requested to amend the agenda to include Equinox Run under unfinished business, and Community School Programs under new business.

The agenda as amended was approved.

#### **Review and Approval of Minutes**

Minutes from May meeting are approved as written.

#### **Review Site Council Annual Responsibilities List**

Susanna distributed a printed copy of the "Site Council Annual Responsibilities" to meeting attendees. (It will be attached to the emailed minutes for review.)

We recognized that it is good to be aware that there is more to the PAC than just raising money and planning field trips.

In reviewing the list, it was noted that:

- We need to come up with a PAC meeting calendar today so the meeting dates can be posted to the school website by September 1. Choosing future meeting dates will be addressed at the end of the meeting.
- We do not have specified council goals for the year....
- We review assessments, school goals and improvement plans when they come up.
- We have recently reviewed and updated our bylaws, to be discussed on this agenda.
- We are expecting that with Mr. Hayman as principal of all three area schools, we will have well defined relationships and roles with those schools.
- We are addressing member nominations and elections on this agenda also.
- We do not have a school discipline policies/practices document to review. Mr. Hayman has some good ideas and templates from Tustumena School that we can use to craft our own. **AI:** The school staff members will work together to craft a school discipline policies/practices plan to bring to the PAC for review.
- We regularly review our activity funds.
- Mr. Hayman does a good job of keeping us in the loop of legislative priorities and the budget process.
- When hiring is needed, we have participated.
- Susanna prepares the annual evaluation each year from the compiled PAC meeting minutes.

We discussed the need to make sure every parent feels that the PAC is an open group that welcomes and needs participation. Mr. Hayman had some constructive ideas about making our meetings asynchronistic so that everyone can participate regardless of the kind of lifestyle and schedule they keep. This format may change the involvement level of the PAC for the better. By using Google Docs or something similar, everyone can share input on their own schedule, and all input is tracked. Such a change would take some work to set up, and there would need to be training and support, but the way that meetings are viewed and held has changed with people's lifestyles and this may help us keep up, as well as bring in new involvement. This is something for the PAC to think on and move toward.

### **Addition of New Members**

No potential new members present.

### **Officer Nominations**

In consideration of Mr. Hayman's ideas for asynchronistic meetings, we opted to move nominations of officers to a virtual space as a first step.

Susanna moved that we solicit officer nominations by email, due by September 8<sup>th</sup>. Voting to follow, also by email, to be completed and tallied by September 15<sup>th</sup>. Kathy seconded this motion and voting was in favor.

**AI:** Susanna will email all parents about the PAC's enthusiasm for new people stepping up to be officers or members. In the email she will seek nominations (of another or one's self) to fill the PAC roles. (Virginia would like to resign at Treasurer, so this position in particular needs to be filled.) Nominations due by September 8<sup>th</sup>. Susanna will also conduct the voting by email, to be tallied by September 15<sup>th</sup>.

### **Review Proposed Bylaw Amendments**

We reviewed the revisions to the bylaws that were a product of the August 9<sup>th</sup> meeting. There was a movement to rewrite the second revision, in light of today's discussion, to read:

"Nomination for officers to be solicited via email two weeks before school starts. All nominations due by the first day of school. Voting to be finalized at the first PAC meeting of the school year."

Voting was in favor to approve this change to the bylaw amendments.

**AI:** Jessica will send this change to Virginia, who will write up the bylaw change and send it to Susanna.

### **Principal's Report**

Mr. Hayman is looking for ways to increase the level of communication at school and with parents, not only the amount, but the speed at which we get feedback. He consulted the PAC about primary social communication apps used in Cooper Landing. We agreed that Facebook is the most widely used among those who are of the age to have school children, although the younger set uses Instagram.

Mr. Hayman has proposed to the staff of the three area schools that they have a virtual staff meeting on Tuesday afternoons for 10 minutes. The purposes are to build relationships, be able to share curriculum pacing, inspire each other with ideas, and to create efficiency as they see themselves as a team – preventing repeat labor if one school already has something effective set up that they can share. His objective is to make these meetings such a useful tool that the school staff look forward to doing it, although he will have to push to get it rolling. He hope the staff can build on each other's strengths and support each other.

The first of these meetings is on Tuesday September 5<sup>th</sup>, to help the staff get used to the meeting format and to talking to each other. They will be creating an agenda template to drive the weekly meetings. Mr. Hayman does not intend to be in the meetings regularly unless he is needed. Tuesday is a good day for it, because he can be informed Tuesday afternoon of anything he needs to provide to the schools when he comes through on Wednesdays.

Mr. Hayman has started recommending the use of home letters (students writing weekly letters home). This is a seed planted, not yet finalized. Will need a template for students to follow, to identify what they are working on in major curricular areas. He is striving for better

communication not only between school and home, but to have the students be in charge of that communication

PEAK testing results have come back but have not been distributed. Anticipating it will happen soon. No matter what the results, they will be the baseline for the new testing system.

Education Elements (the personalized learning company he introduced to us in May) has started its work in the district. We are in wave two of implementation, to start around November or December. They are starting with a few schools as wave one, creating foundation documents/action plans. The whole process takes three years, not a quick change. We won't see too many changes at our school because we already have very personalized learning in place, but overall the district will see a lot of change.

The budget for the Education Elements project is upwards of \$1 million. But it is fully expected that the money it saves will be worth much more than that. The money to be saved is not from reduced staff, but in textbooks and similar things, for instance. The greatest return is expected to be student progress and learning. To clarify, personalized learning does not mean they are learning on the computers with reduced teacher staffing. Also, the teacher evaluation process will create accountability for teachers to take the personalized learning tools and implement them well. Some teachers will embrace it and excel at it, others not. It takes a long time to shift education systems, but this is a big move in that direction.

The personalized learning that Education Elements is helping create includes online material, but also individual instruction, group projects, so many things involved in this approach to teaching. He will bring more information to us as is appropriate. For now, there is a lot of information on the KPBSD website, including a link to Education Elements, so parents can be well informed.

Mr. Hayman gave thanks and kudos to Mr. Gossard for getting distance learning classes set up for the four oldest students. This has taken a lot of finessing with scheduling, teacher training on the other end, technology problems (district should have that ironed out by Friday), finding building space for students to join distance classes without distraction. This is a good model of students being able to reach beyond their classroom, of having a teacher with his ducks in a row, working out scheduling with lots of factors. As an example, Linnaea is taking classes at four different schools. Cooper Landing is leading the way in this because of Mr. Gossard.

Mr. Hayman plans to be in Cooper Landing School on September 6, he will participate in the fishing field trip on September 13 (followed by Moose Pass School open house), he will not be here on September 20 (out of office all that week), and will be back to Cooper Landing School on September 27.

### **Teacher's Report**

Regarding Polycom classes, Mr. Gossard has four of the older students doing distance learning as Mr. Hayman described, across multiple schools. He is also looking for opportunities for the

younger students. There are lots of teachers on the other end who are new to the technology, but he is walking them through it. It takes a lot of effort on both sides.

September 1: Debbie Harris is coming for art. She will work around Polycom class schedules. Kathy Recken will deliver sculptures that day also. Our new school psychologist, Holly Abel, will be in the school on Friday as well. (Cindy Detrow is our new speech teacher, she will be starting with the speech students on September 11<sup>th</sup>.)

September 4: no school, Labor Day.

September 5: assessment window opens.

September 13: Kenai River fishing field trip. All parents need to be aware that it will be a normal day schedule, ending at 3:15, even though it is a district-wide early release day. (It was not an early release day when it was originally scheduled.) If parents have students planned for something before 3:15, expecting an early release, they can make arrangements to get their students off the river early. The guides this year are Erick Fish, Zack Walters, John Pearson, Adam Snyder, Mike Harpe, and Mr. Hayman will be there in his boat also. Parents who are interested in chaperoning must get their names in immediately. They also need to submit their volunteer applications immediately as they take about two weeks to turn around. No parent may go without the approved background check!

September 16: Equinox run

September 25: school picture day

Mr. Gossard inquired about parent interest in gymnastics and field trips in general. There are grant applications to submit depending on field trip plans. With gymnastics, only the youngest students go, and Mr. Gossard has to go with them. This leaves the older students with Ms. Emilie and Susanna. With the Polycom classes someone else has to be able to manage the technology. For this reason, right now might not be a good time for field trips like that, as we are still working out kinks with the Polycom classes. (The Soldotna gymnastics place is going through some changes right now, might not be a good fit. The Anchorage gym is very interested in having us back.)

A discussion ensued about field trips in general. Some parents expressed interest in fewer field trips. Also, we recognized that one of the perks of Cooper Landing School is that we have the flexibility for great field trips. Skiing was given a big thumbs up, along with some quality performances in Anchorage, and educationally rewarding trips like behind-the-scenes at the Sealife Center. (Students still talk about not just the fun of Kasitsna Bay, but the things they learned – it was quality instruction!) After hearing about Tustumena Elementary's reward system, with quarterly school trips for students who avoid major discipline problems, the PAC members reflected that one quality field trip per quarter sounds about right, plus skiing.

**AI:** Susanna will look into field trip options at the Center for the Performing Arts, TBA Theatre, Alaska Sealife Center (daytime or overnight), etc, and will report back by email or at the next meeting.

### **Treasurer's Report**

Account balance is \$5,610.77. We had revenue from ballgame concessions in the amount of \$397.53. This was exciting as we had not expected almost \$400 from minimal effort, and maybe we should take two days next time, if we have enough organization for good staffing. There was also an expense of \$506 for Equinox run shirts.

### **Bicycle Safety Course**

Jessica read Sandra Holsten's email about the Walkable Community Committee wanting to do a bicycle safety course, and in need of a sponsor or co-sponsor. The PAC members expressed interest in collaborating with Walkable for this, but in the springtime, perhaps around the time of Snail-a-Thon? **AI:** Jessica will report this back to Sandra and Jan.

### **Community School Programs**

Chess Club: Mondays after school starting September 11<sup>th</sup>. To be held in gym. Gary Galbraith will host. No club on September 25<sup>th</sup>, but it will be held most Mondays for 45-60 minutes. No age limit, but also no children allowed who are not actively playing chess, as it is not childcare. Gary is also doing Chess Club with Girdwood students on Wednesdays, would possibly set up matches with them. This could be a motivator to the Cooper Landing students.

Tot Time: Nothing on schedule at this time. We don't know yet about school routine and space usage, especially with the Polycom classes, and the school schedule has priority. It might have to be an after-school thing.

Volleyball to happen later.

No exercise classes planned except for yoga at the Hall through September.

No preschool happening either. Not enough parents interested in running it.

It is not a Community School event, but Virginia reminded us of the Holiday Market to be held on November 18. Jessica pointed out that she had seen the ADN holiday bazaar submission deadline being September 15. **AI:** Virginia would research this and make sure the Holiday Market gets in the ADN publications.

Kathy Recken also thanked the school for the support the Art Camp received this summer, in use of supplies. They are already planning on doing it again, maybe expanding it, and have started organizing for next year. The students got to do much nicer projects because of the supplies the school shared with Art Camp.

### **Equinox Run**

Almost everything is set. The permit is done. T-shirts are done. Three registrations are in so far. A mass email has been sent out twice to past runners. It is on the running calendar. Karl Romig is doing traffic control. Mr. Gossard will take on trail maintenance and marking as always. (Thank you!) We have snacks sponsored by UPS this year. **AI:** Virginia will craft a submission to the Crier. Susanna will put it in the Turnagain Times. Kathy Recken will get it to Catherine MacDermott of FVCS in Girdwood. Virginia will look up local running clubs on Facebook that it can be shared with. For anyone wanting to share the run, all the information is on our school website, including registration forms, trail maps, etc.

### **Soccer (last minute add-on)**

There will be no soccer happening this year.

### **Next Meetings (Four per school year as required, instead of monthly)**

October 11, 2017 @ 12:30pm

November 8, 2017 @ 12:30pm

February 21, 2017 @ 12:30pm

April 11, 2017 @ 12:30pm

### **Adjournment**

Meeting adjourned at 2:25pm