

CARLISLE SCHOOL COUNCIL

Meeting Minutes

October 17th, 2006, 3:15pm

Office of Patrice Hurley, Co-Principal

Present: Patrice Hurley, Paul Graseck, Sandy Kelly (Teacher/School Representatives)
Hunter Hutchinson, Alex Krapf, Vera Tice (Parent Representatives)
Nadine Bishop (Community Representative)

Re I: Welcome and Introductions

Ms. Hurley welcomes all members of the School Council and hands out folders with background information about the rights, duties, and work of School Councils in general, as well as Carlisle's School Improvement Plan (SIP) and Policy & Parent Handbook.

Members of the School Council provide a little background information about themselves and their reasons for being on the School Council.

Re II: Review of Meeting Dates

Ms. Hurley explains that the meeting dates are normally decided by the School Council, but that she found dates that had previously been set. A quick show of hands yields no complaints from the council members and the proposed dates are accepted. The dates for the next meetings are: 11/7/06, 12/5/06, 1/2/07, 2/6/07, 3/6/07, 4/3/07, 5/1/07, and 6/5/07.

Ms. Hurley apologizes for failing to post this inaugural meeting at town hall. By the time she became aware of this requirement it was already too late. The next meetings will definitely be posted at town hall in addition to the usual announcement via the Buzz.

Ms. Tice states that a meeting time of 3:15pm is tough for her and that she will normally have to be 15 minutes late for meetings. She offers to resign her membership if her late arrival is a problem for the other members. This is not the case.

Ms. Hutchinson mentions that she might occasionally have to bring her baby to meetings. This also does not meet with any objections from other members.

Re III: Determine quorum and elect co-chair

The School Council consists of a total of seven (7) members and has a simple majority of four (4) members. The members decide unanimously that four (4) members shall constitute a quorum.

Ms. Hurley asks for volunteers for the position of co-chair. The co-chair is responsible for keeping the minutes, preparing the agenda in conjunction with the principal, and maintaining contact between the council members. Being the only candidate, Alex Krapf is elected co-chair.

Re IV: Review of SIP

Ms. Hurley goes over the goals that are recorded in the current School Improvement Plan (SIP). As there is very little time left in this meeting, a detailed discussion of the current SIP is postponed.

Re V: Agenda for Next Meeting and General Discussion

A general discussion about the goals of this School Council yields several interrelated topics that have the potential to become the focal points of this year's work:

- The School Council and its role in the community need to become more widely known. This is essentially a PR problem and results in several action items listed below.
- The role of the School Council as a place for parents and staff to discuss curriculum, educational philosophy, and other topics of interest needs to be defined.
- The School Council should improve outbound as well as inbound communications between school and community. Ms. Bishop particularly wants to use the School Council to improve communications between school and non-parent community members.

- Parents and community members shall be encouraged to participate in School Council meetings. Apparently, the previously seated members have never seen any non-members attend a School Council meeting. The format and venue for non-member attendance needs to be defined. Several options are discussed but none are adopted yet because all members feel that they need at least one more meeting to define this Council's goals, processes, and priorities.

Everyone agrees that the School Council should be more vocal and publish more details about its work. A short discussion leads to the adoption of an informal policy regarding School Council communications: any communication on behalf of the entire School Council shall be sent to all members for review. Formal acceptance by all members is not required, but feedback that is provided within 24 hours shall be treated seriously and the author/submitter shall attempt to represent the views of the entire School Council. The absence of feedback shall be interpreted as agreement.

Mr. Krapf raises a question regarding the parent survey that was planned last year. Last year's Council decided to hold off on publishing the survey to parents because there were strong feelings that the survey needed more work and should be sent out under the same administration that would have to deal with the results. Mr. Graseck checked and found an old version of the survey on the school computers. Unless a later version can be found, this one will be used as the basis for future work.

The next meeting's agenda will focus on determining the goals and priorities for this School Council.

Action Items

1. Ms. Kelly will check whether an email forwarder (schoolcouncil@carlisle.mec.edu or similar) can be created for the school council. This would allow community members to contact the collective School Council without members' private email addresses having to be published.
2. Ms. Tice will try to locate the most current version of the parent survey and send it to Mr. Graseck.

3. Ms. Hurley and Mr. Graseck will collaborate on an article about the School Council. It is to be published in the Buzz.
4. Ms. Bishop will forward the above article to the COA president for inclusion in the COA's newsletter.
5. Ms. Hutchinson will bring pumpkin bread to the next meeting, thereby ensuring perfect attendance.

The meeting is adjourned at 4:20pm.

Submitted by

Alexander Krapf

Co-chair & Master of Minutes