Dover Sherborn Middle School
School Advisory Council Minutes
3:30 PM
January 30, 2013

Welcome/Introductions/Meeting Norms

Members in attendance: Kim Phelan, Julie McKee, Leonie Glen, Scott Kellett, Karen Baptista, Kaveri Correll, and Rebecca Graf

Members not in attendance: Allison Rice, Lauren Hackney, Alisa St. Florien, Lauren Balk, Erin Gorden

Choose Co-Chair and Secretary

Co-Chair: Karen Baptista
Secretary: Kim Phelan

Determine Meeting Times/Dates

Meetings to be held Wednesdays at 3:00 pm
February 27
March 27
April 10
Additional meeting(s) to be scheduled needed

Handbook

Handbook and SIP due to School Committee by May meeting
2 Main changes:

1. Review Handbook
2. Edits to handbook
   Have academic support piece to include
   Leonie G suggested a Table of Contents for hanbook
   Curriculum Leaders need to update individual sections
   What would make more user friendly-parents?

School Improvement Plan

1. Add communication goal both internal and external-come up with goal and add language
2. Calendar goal to minimize conflicts: google calendar ? key thing to have 1 point of contact to update. Pine Hill has a CSA calendar with enrichment, bus pass, library
3. Can revise to show changes in conference-electron sign ups good, some confusion on procedures.

Parent/Student/Teacher Survey's

3 sections wanted feedback on:

- -communication
- -instruction
- -climate

10 questions per section; always/sometimes/never
10 minutes tops
Must be able to skip questions
Try to do by late May/early June

By next meeting: 10 questions/section; if don't like questions, reword them and tweeting box at the end for additional comments

Goal: parent survey 1st, similar for 6-8th with introduction questions (age, grade, etc.)

Other Business

Adjourned