

**Dover Sherborn Middle School
School Advisory Council**

April 29, 2014

Meeting Minutes

1 Welcome

- Present: Scott Kellett, Kelsey Ferranti, Erin Gorden, Rebecca Graf, Karyn Kaplan, Kim Phelan, Anita Sebastian, Michael Lee, Kristen Dummer, Joanne Draper, Kevin McIntosh, Julie McKee

2 Approval of Minutes

- Approved - changes to SIP - guidance next year: Kelsey - 7th grade plus ½ of 6th grade and Joelle - 8th grade plus ½ of 6th grade

3 Handbook

- Discussed photograph policy
- There will be a change to the language concerning photographs
- Locker combinations change every year on a five year rotation
- There will be a change to the language concerning locker combinations.

4 School Improvement Plan (SIP)

- Discussed Zones of Regulation (Zones) training for the 6th grade staff at Chickering on August 6th
- Pine Hill is already using Zones language and Chickering is using it somewhat, but continues to train
- Introduce Zones at the 6th grade level while the new students know the language
- Zones helps to self-monitor - green = doing well, etc. helps with checks and balances in the classroom
- There were a few SIP editing suggestions
- Discussed 5th grade visit day in June - while 8th grade is in DC
- Above visit will eliminate TLC visits because all 5th grade students will attend
- There will be a night in August scheduled for rising 5th grade parents questions (Aspen log-in help...)
- Students will know counselor/Team when schedules are complete
- 10% - 15% of parents are not accessing Aspen to see report cards
- There will have to be an outreach for above parents
- Should we ask IT for actual number of parents who don't check report cards?

- Find out if there is a program to tell if at least one person per household is accessing grades
- Suggestion for free technology training. Companies may be willing to speak to us about building technology needs
- Suggestion for parent training sessions - for core group of those who have trouble with technology
- Question - should above be a technology committee goal?
- Suggestion - a tutorial for parents - how to get on and navigate Aspen
- 5th grade parents are not familiar with Aspen Portal
- Training at actual computers is helpful
- Discussed webinar for parents in a simple link instead of a training night(s)
- Could technology kids hold a presentation for parents?
- Possibly link webinar to general announcements for report cards
- Discussed roadblocks and learning curves involved with switching to Aspen - major shift for parents!
- Discussed creating a grade level page, split by Teams, so parents can access quickly
- Suggest technology training, but leave running and implementing to technology committee?
- Change to goal #1 - improve communication
- A good question for parents - How are you experiencing technology? Valuable feedback

5 **Parent & Student Survey Questions**

- Focus of Challenge Success Survey = anxiety and stress
- 30 questions - student survey
- There will be a parent companion survey
- Survey is not done - it will be pared down for middle school
- Agreed that, given the grant, the survey makes sense to do
- Communication information can be added to survey
- We will have the ability to compare between MS and HS results

6 **Other Business**

- Scott will update handbook and send committee changes after he gets feedback and approval from school lawyers
- Scott will modify SIP based on discussions
- Student survey will be created
- The webinar idea, mentioned above, will be pursued

- Pursue idea of outside speaker(s) to talk about MS technology
- There will be 2 new members added to the committee next year - a parent of a rising sixth grader from each elementary school
- IT will be contacted to find out if there is information/data about home report card access
- Next meeting - May 20,2014 - Scott will notify the committee if it is necessary to meet - hold the date

7 **Adjourn**

- 4:30 PM