

MINUTES

SSCPS Parents Association

SSCPSPA.ORG

Meeting Date & Time: May 19, 2020 @ 7:00pm

Meeting Location: Zoom

Parents Attending: Rich A'hern, Heidi Aylward, Christina Centrella, Joanne Della Barba, Kelly Gould, Jan ?, Jolie ?.
Christina LeBlanc, Eileen Lefsky, Linda McDonald, Kendra Polefka, Andrea Poudrier, MaryBeth Samborski, Alisha Uhlenbrock-Furst & Katie Vecchione
School Representation: Alicia Savage

1. Welcome

2. PA Election information

- Self-nomination deadline **extended until Friday, 5/22**
 - Discussed roles and responsibilities of elected officials (see below for descriptions of roles)
 - All positions are open for 2020-2021 school year
 - Level Reps
 - Officers
 - Committee Chairs
 - As of 5/19 eight positions have no self-nominations
 - Grade 10 Rep
 - Chair
 - Vice-chair
 - Treasurer
 - Secretary
 - Fundraising
 - Community Building
 - Technology & Communication

3. Treasurer Update/Grant Requests

- Grant request for supporting food insecure families with grocery store gift cards in honor of Class of 2020
 - **Approved** – purchase of 75 \$25 gift cards to be sent to food insecure families.
- \$5,000 annual budget from SSCEF (South Shore Charter Educational Foundation)
 - **Previous grant reviews:**
 - Approved: Speaker \$500
 - Approved: Level IV Puzzle Fit \$225.91
 - Approved: Library Shelving \$2,375
 - *Approved: Grocery store gift cards for food insecure families \$1,875*

4. Level & Grade Representative Updates

- Kindergarten – Stephanie
- Level 1 – Rich
 - The Level 1 Faculty and Staff would like to convey a note of gratitude for all the parents' hard work and understanding. We are all working towards the best interest of each student.
- Level 2 – Kelly
- Level 3 – Christina
- Level 4 – Myrlande
- 9th – Kris
- 10th - Eileen
- 11th – Karen
- 12th – Karen

5. Committee Updates

- **Library Committee – Led by Bev Bruce**
 - Ask families to be on the lookout for library books that their child brought home before closure. We will be collecting these back at the end of the year. (system not yet determined). We have over 350 out!!
 - Be on lookout for news in Update about an online, contactless Virtual K-12 Summer Reading Book Fair in partnership with Storybook Cove. Hoping to have it up and running by this Friday May 22 (awaiting final revision of summer reading lists), with fair running from May 22nd-Monday June 1st. Families can get 10% discount on books and no tax, and another 10% comes back to the library. Offering curbside pickup at Storybook Cove in Hanover for free or Shipping for a fee.

6. Additional Updates/Discussion

- Want to recognize a senior? The school will be distributing caps & gowns (be on lookout for specific dates/times – likely June 4 or 5th) and the rest of the school can honor the seniors by sending in cards/notes/pictures of Congratulations to be included on pick up.
- Board of Trustee Meeting Update
 - Technology – self-paced learning for parents on the technology tools is under consideration
- Virtual learning and at home work will be collected and used for assessment purposes
 - Amplify is an assessment tool
 - Math assessment tool is under consideration
- Move up day is in discussion – stand by for more in upcoming days
- A schedule to collect belongings at school will be made available soon – stay tuned
- Questions were posed on best way to acknowledge teachers and send them gift - Teacher appreciation – teacher gifts can be send to school or online gift cards can be sent via email
- Community Service will be collected if completed, but not required this year
- All children will advance to next grade unless discussions happened prior to March 13.
- Box tops!! Be sure to download the app and scan your receipts - Christina graciously volunteered to stay on as coordinator for 2020-2021 school year – thank you Christina!

7. REMINDERS: Non-Financial ways ALL PARENTS can help SSCPS

Log your volunteer hours Attend Parent Association Meetings...Every Parent is a member of the SSCPS PA!

Box Tops for Education...Clip & drop neatly trimmed Box Tops in the folder at the front deskNow online – download Box Tops for Education app and scan receipts.

Stop & Shop A+ Rewards...Be sure your store loyalty card is registered to support SSCPS. Visit:

www.stopandshop.com/school-rewards.

Amazon Smile donates 0.5% of the price of your eligible AmazonSmile purchases to the charitable organization of your choice. Be sure SSCPS is listed as the recipient of your AmazonSmile purchases. **Smile.Amazon.com**

ROLES AND RESPONSIBILITIES OF PA OFFICIALS

All PA Officials

- PA Officials are individually and collectively responsible for upholding the Bylaws of the PA, holding fellow PA Officials accountable for infractions, and furthering the mission and goals of the PA.
- If a PA official is unable to make a meeting a written report/update should be submitted to the Chair and Secretary to be distributed at the meeting

Level Representatives

- Level Representatives shall produce a Level Report at each monthly PA meeting. The exceptions are Kindergarten, which should be reported out separately from Level 1; and the High School, where per-grade reports should be given. These reports should also be provided in writing to the PA Chair or Secretary and should be kept as short as possible
- Level Representatives should include in their reports details of upcoming Level happenings, and positive events that have occurred since the prior PA meeting. They should liaise with the Level Coordinator to pass on important messages.
- Level Representatives should communicate important information with the parents in their level. Level Representatives should send reports to all parents in the level after every PA meeting with what occurred.
- Should Level Representatives become aware of an issue that may be relevant to the PA, they should discuss it with the PA Chair for inclusion in a future PA meeting agenda.

Committee Chairs

- Committee Chairs are required to report the progress of their group's work at each monthly PA meeting. These reports should also be provided in writing to the PA Chair or Secretary.
- Committee Chairs must consult with the SSCPS Executive Director prior to organizing any event. No date for an event is final without the approval of the Executive Director. Education Committee, School Council, and Ad Hoc School Groups
- Parents serving on the Education Committee, School Council, Charter Renewal, Strategic Planning or other school governance groups should be invited to report to PA meetings. They should do so at least once per academic quarter or at the end of the group's tenure, whichever is more appropriate.

Executive Officers

- There will be a minimum of four Executive Officer meetings during the year: early August, between mid-December and mid-January, before the election process begins in March/April, and towards the end of the academic year. Other meetings may be scheduled as necessary.
- Executive Officers are collectively responsible for ensuring that the work of the PA, and of individual PA Officials, is in keeping with the PA's stated mission, guiding principles, and goals.
- Together with SSCPS Administrators, Executive Officers are responsible for appointing parents to the Education Committee (two parents), School Council (six parents; one from each level, plus one extra), and other ad hoc school groups as necessary (e.g. Charter Renewal, Strategic Planning, etc.).

- Each May/June, Executive Officers are responsible for assisting newly elected Executive Officers in developing an Annual Budget for PA operations for the subsequent year.
- Executive Officers are responsible for reviewing the PA Bylaws every year.

In addition, each Executive Officer has the following responsibilities:

Chairperson

- The Chair will plan the agenda for and preside over the PA meetings.
- The Chair will email the agenda and post to social media the PA meeting agenda to the parent body a minimum of 1 week prior to the PA meeting.
- The Chair will have a minimum of one meeting per month with the Executive Director to discuss PA activities and initiatives.
- The Chair will coordinate with the Vice Chair to communicate with the parent body through the SSCPS Update (and other communication methods as appropriate) to ensure that all parents are informed about the major activities and discussions of the PA.
- The Chair is the official spokesperson for the PA and as such will make reports to the SSCPS Board of Trustees (BOT).
- The Chair will serve on the BOT for his/her full term of office.
- The Chair will write a year-end report in May and submit it to the incoming PA Officials, the BOT, and the entire school community.

Vice Chair

- The Vice Chair will assist the Chair with PA meeting organization.
- The Vice Chair will preside over PA meetings in the absence of the Chair or if the Chair decides to participate in a PA meeting discussion as a parent only.
- The Vice Chair will track any tabled discussion topics from PA meetings and ensure that they are referred to the appropriate group/person within the school or rescheduled for a future PA meeting. The Vice Chair will communicate these decisions to the parent(s) who first introduced the topics.
- Should the Chair be unable to attend a BOT meeting, the Vice Chair will attend the meeting in place of the Chair and present the PA report to the BOT.
- The Vice Chair is encouraged, but not required, to attend BOT meetings as an audience member.
- The Vice Chair will oversee all PA communication functions, including, but not limited to, weekly submissions to the SSCPS Update as needed and the dissemination of information to parents through appropriate channels (e.g. parent Google Groups, PA and school websites, and all-parent email blasts).

Secretary

- The Secretary will take minutes of the PA meetings (to be approved at the subsequent PA meeting) and coordinate with the Chair and Vice Chair to ensure that the PA meeting times, agendas, and minutes are communicated to the parent body thru email and social media posts within 1 week of meeting completion.
- The Secretary will maintain a PA record (paper and/or electronic) consisting of all PA important documents (e.g. Bylaws, minutes, how-to guides for PA Officials). PA Bylaws Page 7 Last Amended 6/5/17
- The Secretary will ensure that the records are transferred to the incoming Executive Officers in May/June.

Treasurer

- The Treasurer will maintain detailed and accurate records of PA finances and will liaise with the SSCPS Director of Finance, to ensure that revenue and expenditure transactions are properly handled. o The Treasurer will make financial reports to the PA at least once per academic quarter.
- The incoming Treasurer will work with other incoming and outgoing Executive Officers to create an Annual Budget for the PA and will present it during the second half of the June PA meeting.
- The Treasurer, in consultation with the Executive Board, will coordinate and oversee any requests for funding
- The Treasurer will oversee the disbursement of funds approved by the PA and report these expenditures to the PA in a timely fashion.
- The Treasurer will write a hand-off report in May and submit it to the outgoing and incoming Executive Officers.