

FINAL MINUTES

SSCPS Parents Association

SSCPSPA.ORG

Meeting Date & Time: June 10 @ 7:00pm

Meeting Location: Zoom

Parents Attending: Rich A'hern, Jen Anderson, Heidi Aylward, Christina Centrella, Josette Colon, Joanne Della Barba, Meredith Eschaulauer, Emma (Audrey the Best), Kiki Flur, Laura Foley, Kelly Gould, Patrick Idima, Jan ?, Jolie ?, BK, Eileen Lefsky, Linda, Brittany Loftstand, Marise ?, Kathleen Muse, Nicole ?, Jim O'Brien, Kendall, Kendra Polefka, Andrea Poudrier, Rose ?, MaryBeth Samborski, & Katie Vecchione
School Representation: Alicia Savage

*****I know I do not have all the names correct – please correct me! I was trying to write down names as they appeared on screen but know I do not have some accurate – apologies and thanks! Andrea*****

1. Heidi opened meeting with "Welcome to the Last meeting"

2. Thanks to Volunteers

- Heidi acknowledged that volunteers play a large role in success of our school and although glasses and certificates were not available today, the work done this (and every) year is appreciated
- Volunteer hours are tracked and include in the annual report
- Alicia echoed Heidi's thanks and stated that we are only public school that relies on volunteers for important aspects of school and culture – example library and FITs
- Heidi also offered additional thanks for the letters and notes for the seniors – each graduate received at least 2 notes of congratulations.

3. Social Media

- There are 2 official Facebook pages
 - South Shore Charter Pubic School
 - South Shore Charter Educational Foundation
- All other Facebook pages are Unofficial
 - Other unofficial pages and/or class pages can be useful resources to ask questions like "what was homework tonight for xx math class?", or "when is permission slip due for xx field trip?" – they still remain unofficial sources of information

4. Guidance from Superintendent

- NO DECISIONS/RECOMMENDATIONS have been made for September. Alicia confirmed.

- The guidance we have all seen/read/heard about is for summer school and not for September.
- SSCPS is taking re-entry for the fall seriously
 - 10 task forces have been formed that will meet as a community of educators & experts in the field to bring back recommendations to the Instructional Leadership Team and SSCPS Board of Trustees at the July 16 meeting.
 - Planning Task Force Elementary
 - Planning Task Force Middle School
 - Planning Task Force High School
 - Planning for facilities & school operations
 - Planning for technology
 - Planning for athletics
 - Family connection planning
 - Food service planning
 - Student social & emotional planning
 - Staff social & emotional planning
 - Self-selected faculty volunteers make up the task forces. Each task force has at least one faculty member who is/or was also a parent at school.
 - Each team has met once and will meet again 2 more times before July 16 BoT meeting.

5. Transportation committee

- Request to continue transportation committee and provide analysis and recommendations on how to address and improve transportation concerns of families from all districts.
 - Heidi to reach out to Addy who led committee this past school year

6. Other

- May meeting minutes approved
 - Heidi motioned
 - Katie 2nd
- Remaining PA budget of \$1,875 was used to purchase \$25 stop and shop gift cards to 33 families

7. Election Results

SSCPS PARENTS ASSOCIATION ELECTION 2020-2021

The SSCPS Parent Association Election for 2020-2021 was held via electronic survey to fill all positions. A total of 43 parents completed the survey, casting votes that determined the outcome below. 1 survey was omitted, since it did not include a valid or identifiable name or email address, and all counts below were adjusted to exclude that ballot. **Blue** font identifies your final PA official.

Position		% of Votes	# of Votes
Chair	Katie Vecchione	93%	39
	Choose not to vote	7%	3
Vice Chair	Andrea Poudrier	100%	42
	Choose not to vote	0%	0
Secretary	Jen Anderson	95%	40
	Choose not to vote	5%	2
Treasurer	Alisha Uhlenbrock-Furst	71%	30
	Kathy Thomas	29%	12
	Choose not to vote	0%	0
Kindergarden	Brittany Loftstand	100%	42
	Choose not to vote	0%	0
Level I	Laura Foley	64%	27
	Stephanie Innis	31%	13
	Choose not to vote	5%	2
Level II	Rich A'hern	98%	41
	Choose not to vote	2%	1
Level III	Christina Centrella	90%	38
	Jan Kelley	10%	4
	Choose not to vote	0%	0
Level IV	Stephanie Innis	48%	20
	Joselyn Zhong	43%	18
	Jan Kelley	10%	4
	Choose not to vote	0%	0
Grade 9	Myrlande Pamphile	98%	41
	Choose not to vote	2%	1
Grade 11	Eileen Lefsky	76%	32
	Jan Kelley	12%	5
	Kathy Thomas	7%	3
	Choose not to vote	5%	2

Grade 12	Karen Boyle	100%	42
	Choose not to vote	0%	0
Volunteer	Joanne Della Barba	93%	39
	Choose not to vote	5%	2

Grade 10	No candidates
Fundraising	No candidates
Technology	Special Election
Welcoming	Special Election

If you plan to attend PA meetings, and we hope all parents will, please share best times/days for next year's PA Meetings. This information helps inform decisions about next year's meeting schedule. If you can't say or wont attend, there is an option for that, too.

ANSWER CHOICES ▼	RESPONSES ▼
▼ Weekday Mornings (after drop-off)	20.93% 9
▼ Weekday Afternoons (after pick-up)	16.28% 7
▼ Weekday Evenings	46.51% 20
▼ During the school day	16.28% 7
▼ Saturday Mornings	30.23% 13
▼ I probably wont attend PA Meetings	9.30% 4
▼ I can't say right now	11.63% 5
▼ I choose note to answer	4.65% 2
Total Respondents: 43	

8. Meeting adjourned

- Kendra motioned
- Kiki 2nd

9. Meeting opened

- Kendra motioned
- Eileen 2nd

10. Welcome

- Katie introduced herself
- Goals for next year include:
 - Finding better ways to communicate
 1. PA website
 2. “Official” PA Facebook page
 - Establishing meeting schedule
 - Fundraising ideas
 1. Restaurant nights
- Next steps
 - Connect w/newly elected PA
 1. If email from ballot is not preferred contact Andrea @ apoudrier48@yahoo.com
 - Hold a PA officers meeting on July 23 via Zoom
 - Open PA meeting in Aug
- PA elected officials introduced themselves

11. Other

- Discussion on Kindergarten play date ideas – school to provide email addresses from incoming K students for end of July/Aug Zoom playdates
 - Scavenger hunt
 - Show and tell
- Question posted on if all future meetings can be on Zoom due to increased attendance
 - We will continue to plan for zoom until meeting in person is feasible and then will revisit
- Request for reminders for PA meetings
 - Email or flyer
 - Level Reps will be asked to send email reminders before each meeting
- Meeting adjourned
 - Motioned Andrea
 - 2nd Heidi

12. 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.
- 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.