

FINAL MINUTES

SSCPS Parents Association

SSCPSPA.ORG

Meeting Date & Time: August 26 @ 6:30pm

Meeting Location: Zoom

Parents Attending: Rich Ahern, Jen Anderson, Maria Andrade, Rebecca Angland, Stella Bacha, Manusca Belony, Mary Inda, Glenda Bishop, Tiffany Brown-Grier, Pascale Cajuste, Christina Centrella, Dan Charles, Rianna Charles, John Connolly, Plamie Djamchebi, Guisi Egerton, Meredith Eschauzier, Ryan Eschauzier, Gael Estaing, Ejike Eze, NJ Eze, Deb Fa, Laura Foley, Julie Guileman, Arlaldis Guzman, Nicole Hardin, Deborah Harper Padula, Stephanie Harman, Aishling Hickey, Patrick Idima, Malikkah Inda, Stephanie Inniss, Malina Khan, Chris Laroe, Trisha Laroe, Rashel Lasley, Eileen Lefsky, Brittany Lofstand, Indy Lyons, Joanne Manning, Carolyn Mustin, Monique Njontu, Celia Nolan, Jim O'Brien, Tolulope Odunsi, Arma Okay-Igwe, Adetoyin Olaoye, ? Perkins, Erica Perry, Myron Phi, Kendra Polefka, Andrea Poudrier, Danika Rhodes, Darrell Rhodes, Michelle Rankin, Caitlin Rogers, MaryBeth Samborski, Stella Schandorf, Alisha Uhlenbrock Furst, Katie Vecchione, Rachel Yerokun, Anais ?, J ?, Jasmine ?, Jen ?, Johanne ?, Jolie ?, Maliah ?, MVP ?, Palmie ?, pinnaclep1 ?, Sulamithe ?
School Representation: Alicia Savage

1. Welcome

- Katie opened meeting with explanation of PA roles and request for review of bylaws
- Minutes from last PA meeting to be voted/approved
 - Motioned – Katie Vecchione
 - 2nd – Andrea Poudier
 - Approved unanimously

2. Treasurer Update/Grant Requests

- **Grant Process Overview**
 - \$5,000 annual budget from SSCEF (South Shore Charter Educational Foundation)
 - If funds are raised, we can provide more for school community
 - Grant process starts with request from anyone in school community (teacher, parent) with ideas entered on request form found on school website and eventually on official PA website
 - PA reviews request and looks at how may benefit school community
 - Request is then discussed at meeting and voted on
 - General consensus is to stay away from requests for field trip funding

3. Level & Grade Representative Updates

- **Kindergarten**
 - Meetups have gone well; both in person and Zoom; volunteer names were recorded by organizer
- **Level I**
 - No Update
- **Level II**
 - Questions fielded by Alicia and Angie
- **Level III**
 - No Update

- **Level IV**
 - No Update
- **Grade 9**
 - High School Q&A scheduled for 9/1
- **Grade 10**
 - High School Q&A scheduled for 9/1
- **Grade 11**
 - High School Q&A scheduled for 9/1
- **Grade 12**
 - High School Q&A scheduled for 9/1

4. Committee Updates

- **Fundraising**
 - Position Open – Interested? Let us know!
- **Community Building**
 - Teacher appreciation luncheon prior to school opening on 9/8
 - Usually there is a back-to-school picnic, but will not be held this year
 - Joanne Della Barba and Deb Harper to help Carolyn Mustin with teacher appreciation luncheon- will use Venmo for payment of donations
- **Volunteer Committee**
- **Communications & Technology Committee**

5. Additional Topics

- **Online Fundraising**
 - PA would like to do some fundraising and welcomes ideas for virtual/online methods
 - Fundraising to assist with potential supplies for students as needs arise, year progresses
 - Fundraising to be postponed due to teacher appreciation luncheon
 - Potential ideas include Hallmark products
 - Send additional ideas to Joanne Della Barba (jmanning0822@gmail.com)
- **School Re-Opening (Q&A with Alicia Savage)**
 - Questions answered - most could be answered from the reopening plan
 - Will follow state guidance regarding influenza vaccine mandate by 12/31/20
 - Nursing - currently three on staff, may be hiring additional per diem/part time
 - Chromebooks are delayed; children with one from prior to March closure can use these. If children need one prior to full supply arrival, they can be provided
 - Hybrid: Remote learning will be alongside students that are in school. Attendance to be taken.
 - Culture in classroom slightly different: assigned seats, separate desks
 - If possible Covid exposure, set up will make it conducive to contact tracing; requirements by Department Public Health
 - Safety: question about safety with open ventilation. Norwell provides safety officer, Officer Phelps. There is police detail in afternoon for pick up
 - Same lunch service provider; recommend online payments to minimize contact
 - Lunch: Kindergarten can be six feet apart - they will eat in rooms; Other grades will be dispersed around campus for lunch, ie PE space, art space, outside tents
 - HVAC systems have been regularly maintained so up to code for COVID recommended ventilation
 - Windows that can be opened will be installed at 100 Longwater
 - Norwell Board of Health was pleased with our cleaning protocols
 - Everyone must be out of building after dismissal due to cleaning requirements

- Student team division generally last names from first initial A to K and L to Z
- Masks are required for all; face shields may used in addition to mask NOT IN PLACE OF MASKS
- Faculty will be trained on personal protective equipment (PPE)
- Extra learning services: if needed contact, Matt Tondorf

6. Open Discussion & Call for Agenda Topics for Future Meetings

- **Transportation**
 - First Student is company that may do transportation
- **Request could be made for Zoom PA meeting that parents identify with full names for volunteer hours**
- **Reiterated that PA will never ask for codes and to watch for phishing**
- **PA website: previous web planner has linked the new domain for site**

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 desk
 - Now 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: stopandshop.com/schoolrewards.
- **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
- **Big Y:** Assign SSCPS to your store loyalty card. Stop at t

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.