

School Governance Council
Wildwood Elementary School
Minutes of the meeting of Dec. 11, 2013

Attending: Nick Yaffe (principal), Kerry Crosby, Sarah Marshall, Joleen Millar, Laura Quilter. Absent: Chris Eggemeier.

Membership

Chris Eggemeier couldn't make it because of prior commitments. Teaching faculty participation is tricky because of lack of available time and multiple commitments.

The SGC continues to need a "community member" representative. Laura was not able to find anyone interested. Nick will talk to Ray Sharik. Kerry will talk to parents at her preschool.

School visiting policy.

The members presented and discussed the various visiting policies that peer schools (Crocker Farm & Fort River; Leverett, Shutesbury, Pelham) had in place. It was decided to start simply, and a consensus draft proposal was created that Nick could take to teachers to see their feelings. "Pedagogical observation tips" were a popular component of other school policies.

Draft proposal

- Wildwood will have an "open house day", one day a week; the day of the week rotating monthly.
- Visiting access applies to either current parents/guardians or prospective P/Gs.
- Visits should be scheduled through the main office. The main office will notify teachers and teachers will expect that on that day of the week they might have visitors.
- Cell phones must be off, and video/audio recording and photos prohibited. No notes.
- No teacher conferences during the visit; those should be scheduled separately.
- Placement policy is not changed.
- Visits should be one hour.
- Visits are observational in nature; not interactive. (See "pedagogical observation tips")
- September and June are no-fly zones — excluded from "open house day" visitations.
- Plans and arrangements for volunteering are separate.

Budget advisory group

- The Wildwood SGC is a budget advisory group. Is there something the SGC can do around budgeting?
- Budgeting time is now. Is Science Curriculum on the issue?

Curriculum supplies & support

How can the SGC help support parent and teacher communications, around teacher needs and parent needs for information? Parents would like to know how to support classes, both through providing supplies and resources to teachers, and by knowing what's happening in classes so that they can pick up on the language and ideas at home. Who can provide the information? math coaches, teachers, etc.

What would parents like to know? **ACTION: We will send ideas to Kerry, who will compile.**

Other issues for future

- CORI process is broken. Teachers do not necessarily require or notify their volunteers to get CORI. Confusion among parents — for instance, there is a misconception that parents can volunteer up to three times without being CORI'd. Parents and teachers need to better understand what circumstances require CORI check.

- Curriculum supplies & support. Wildwood has resources that are currently under-utilized. For instance, the Hitchcock Center and Larch Hill. These kinds of resources don't necessarily require students to make field trips — for instance, the Hitchcock Center can send instructors TO school.

- PGO documents sometimes need translation. After discussion it was decided to table this issue for fuller discussion, because Sarah might have more ideas about this. Future resources may include the District, and UMass (LQ can facilitate connections with UMass translation center if helpful at some point in the future).

- Assisting with home / school connections: Encourage teaching staff to better communicate their learning goals.

AGENDA for next time (Jan 15):

- > Draft policy proposal for visiting.
- > Visitor from PGO to discuss fundraising.
- > Each of us should gather from ourselves and others if possible information about "what would parents like to know" from their kids' classrooms; what has been helpful; what would be helpful. KERRY will compile; we will discuss. This may involve informal polling if possible, from parent to parent, or via the PGO.
- > Nick will talk to Maria to see if / how SGC can contribute to budgeting.
- > Building feasibility study grant. Finding out more information from maintenance. First step is to be approved for a grant for a feasibility study. Wildwood was approved. What are the next steps?