

**Parent Advisory Board Meeting Notes**

**Date: Thursday, March 17, 2016**

**Time: 7:40am-8:30am**

**Location: HS Conference Room**

*(Notes were taken by Melissa. Therefore, the use of “I” below refers to her.)*

Parents Present: Carol Tevis, Dawne Erwin, Bonnie Crawford, Nadine Kruczek, and Molly Gerisimoff

* Computer Fair Discussion
  + At our last school board meeting, a parent shared that our students have not participated in the local Computer Fair at the CSIU for the last few years.
  + I shared that I spoke with Kyla Burns, one of our computer applications teachers about this. She noted that students are given information on the computer fair both in class and on the announcements, but they have not entered in the last few years.
  + Our discussion included the need to further encourage students who are enrolled in our computer classes to take part (whether that means requiring an entry in some classes or just structuring time in class to work on the projects).
* Senior Breakfast
* We discussed the senior breakfast that our group has sponsored in the last few years. While Bonnie has helped to organize it in the past, she is hopeful that some senior parents will be willing to organize it this year. She will gladly share what she has with them.
* I will send an e-mail to all senior parents via One Call that requests volunteers to organize, work, and/or provide food for the event.
* The breakfast will be held on Thursday, June 2 at 9:00am in the HS cafeteria.
* Senior Matriculation Board
  + Discussion included Bonnie’s work to create a matriculation board outside of the cafeteria that lists each senior and his/her future plans.
  + I will get this information to Bonnie by mid-April to allow her enough time.
* End-of-Year Senior Events
  + We discussed the end-of-year schedule for seniors, including commencement and baccalaureate.
  + Baccalaureate is organized by the students, so there is no date yet set.   
    A commencement committee meeting will be held in late March, where we will discuss this with the students in attendance. Once scheduled, the date will be listed on our end-of-year schedule.
  + In terms of commencement, we discussed the possibility of handing out diploma covers to graduates and then providing diplomas in their graduation packets to alleviate the difficulty in making sure that the students receive the correct diploma during the ceremony.
  + Parents shared that it always appears as though everything is well-organized, but they can understand why this may be done.
  + Two options may be given to graduates:
    - They can pick up their graduation packets at tables in the lobby area immediately following the ceremony.
    - They can pick up their packets at the school the following week.
* Calendar of Events
  + Parents shared concern that there are four different places to find calendar information for the school (printed calendar, upcoming events on HS website, calendar on HS website, and sports calendar via Schedule Star).
  + A quick check of the website calendar showed that it is being updated with events such as concerts and assemblies.
  + One suggestion for the printed calendar (on which many of the athletic events are incorrect) is to print all school activities except athletics or to eliminate the calendar altogether depending upon cost. I shared that I would investigate the cost of the calendar and discuss this with our administrative team.
  + Another suggestion is to put a PDF version of just the athletic calendar on the district website.
  + In addition, we discussed the possibility of sharing information on a weekly basis. I shared the weekly update that I create for our faculty members and we discussed an adapted version of it being placed on the HS website.
* GPA Discussion
  + I shared the results of my survey of PHAC principals regarding the availability of high school classes in other districts and their procedures for credits and GPA calculation.
  + Of the 12 schools that responded, all of them allow middle school students to take high school classes; five of them count these courses for credit in the high school; and only one factors the grades into their GPAs. (Danville was the other school and they have not had a middle school student take a high school class in six years.)
  + There were mixed feelings with regards to the counting of these grades toward GPA. While other schools do not count these grades, many parents shared positive feelings with regards to our system.
  + Continued discussion is necessary before any changes are suggested. There are certainly advantages and disadvantages in either case.
* Scheduling Conversation
  + Parents received an update on the scheduling process.
  + The “old school” master schedule was shared with parents. As I noted, this will be finished by March 31 and will be transferred to the student information system. Multiple scheduling runs will take place in April to determine what changes are necessary to the master schedule.
  + At this time, it is still feasible to have student schedules ready by mid-May in order to make schedule changes before the end of the school year.
  + This year’s juniors will take precedence when it comes to making changes.
* Substitute Procedure Pilot
  + We discussed the one-week pilot of a substitute arrangement that would allow one substitute to monitor a few classes in the auditorium while they complete work for their teachers.
  + Due to the lack of technology for three out of the four days, I shared that our substitute pilot was unsuccessful.
  + The substitute who came in for us was able to share her thoughts regarding what it would take for it to be successful. In addition to the technology, she shared that students would need more direction regarding the process to keep them from treating it as a study hall.
* Surface Pro Breakages
  + We had a brief conversation regarding Surface Pro breakages. I shared that at our last administrative meeting, our technology director listed our breakages at 14% of the students, which was higher than our anticipated 10%. I showed everyone the protective case that I purchased for my own device at a cost of $45 and said that I recommended one to all of our students, especially those who have already made an insurance claim.
  + I shared that the approximate cost for a screen breakage is $450. (After our meeting, I found that a replacement pen is $60.)
* Combined Student and Parent Advisory Meeting: Thursday, April 21 from 7:30am-8:00am in room 103
  + This meeting will include both parents as well as students to discuss ideas and concerns.
  + All students will be given the opportunity to meet with parents in attendance.
  + Parents will direct the discussion (without administrative involvement) and report back to administration in May.
* Last Meeting of the year: Thursday, May 12 at 7:45am in the guidance conference room
  + We will discuss the outcome of the meeting between parents and students.
  + We will also finalize plans for the senior breakfast.