

Meeting Minutes Minutes
Scottsdale Parent Council Executive Board
Monday, January 21, 2019; 6:00-8:00pm
1915 N. Cavalier Dr. Tempe 85281

Members present: Nikki Territo, Karen Gifford, Calvin Lowrie, Jan Voelkel, Susan Hughes, Wendy Clifford, Brehan King, Lisa Kanarish, Maryann McAllen

- 1. Meeting was called to order:** by Co-president Nikki Territo at 06:20 PM
- 2. Approve Minutes from Wednesday, November 14, 2018; and Monday, December 17, 2018: Calvin moved to approve minutes from Nov 14, 2018, Susan 2nd the motion, motion passed unanimously; Jan moved to approve minutes from Dec 17, 2018, Wendy 2nd the motion, motion passed unanimously**
- 3. Maryann McAllen to resign as Secretary and Membership Committee Chair ****Action item**** Maryann resigned from Secretary position and Committee Chair of Membership and Community Outreach; Nikki accepted her resignation, Susan 2nd her resignation, unanimously approved**
- 4. Brehan King to be nominated at new Secretary and Membership Committee Chair *****Action item**** Lisa moved to approve Brehan's nomination, Susan 2nd the motion, unanimously approved**
- 5. Treasurer's Report--Lara: Treasurer's report presented by Nikki**
 - a. Approve Interim Budget ****Action Item**** tabled until Lara present to clarify**
 - b. Approve Standing rules regarding treasury ****Action item**** tabled until Lara present to clarify**
- 6. Quick Review of the Communications Policy and Protocol that we approved at the December 17, 2018 meeting--Board will read, and Lara available to answer any questions: tabled until Lara present to clarify, Nikki will send out notes from google docs for all to review**
- 7. Quick review of the Member On-Boarding process that was approved at the December 17, 2018 meeting--Board will read, and Lara available to answer any questions: reviewed and no questions**

8. Quick review of the Privacy Policy that was approved at the December 17, 2018 meeting--Board will read, and Lara available to answer any questions: **tabled until Lara present to clarify, Nikki will send out notes on google docs for all to review**

Discussion: Members present discussed best way to communicate with and between committees (Facebook groups vs Messenger vs email). Committee chairs may decide how to communicate with their committee members. Currently, many members of BOD having difficulty with their SPC email accounts (Lisa, Jan, Susan, Wendy, Maryann, Karen, Calvin). Plan to use personal email accounts to communicate with each other until SPC account issues resolved.

9. Discuss Future Executive Board Meeting Schedule ****Action Item****

Discussion: Decided an additional in-person meeting to resolve communication/email issues needed. Scheduled for Wednesday, January 30, 2019 at 5 PM, prior to general meeting.

- a. Suggestion: Meet in-person one time per month and meet virtually one time per month (the virtual meeting should be shorter than the in-person meeting and serve the purpose of touching base with one another and quick updates)
- b. Discuss best times and date for In-person meeting: **Decided Monday, 2/18/2019 6 to 8 PM at Nikki's house. Starting in March, decided third Monday of the month at 6 PM**
- c. Discuss best times and date for Virtual meeting: **Decided Thursday, 2/7/2019 7 to 8 PM. Starting in March, decided first Monday of the month at 7 PM**

Discussion: Susan expressed concern of possible conflict of interest due to her participation on a project independent of SPC, Sahuaro Learning Complex Innovation Space. The executive board did not feel it would be a conflict of interest for her to continue to fill her roles on the BOD and Equity Committee at this time.

Discussion: Jan also expressed concern of possible conflict of interest due to her participation on the Sahuaro Learning Complex project. The executive board did not feel it would be a conflict of interest for her to continue to fill her roles on BOD and Equity Committee. Jan resigned from Curriculum Committee.

10. Mini Strategic Plan/Blueprint : Karen requested everyone review and sign one-page strategic plan

- a. Brief discussion of Strategic Planning using the worksheets distributed prior to the meeting by Karen (discussion led by Karen): **Reviewed by Karen, high priority items include outreach, contact principals of schools that have not identified SPC reps, file 501c3. Postpone on insurance.**
- b. Establish Short-term Goals, SPC's MUST-DOs in 2018-2019 ****Action Item****
 - i. Assign specific tasks to each Board member that relate to their title responsibilities so as to accomplish our short-term goals for 2018-1019: **Brehan will identify 3-4 events for SPC to attempt to promote/table to grow membership. Will look into Scottsdale Ultimate Play Date Fall 2019 and others to be determined.**
- c. Discuss Long-term Goals, SPC's WISH LIST for the future: **tabled**
- d. Short explanation of Facebook groups and their purpose--Lara: **will postpone until Lara present**

11. Committee Reports

- a. Note to Committees: When you have Committee meetings, please cc Karen and Nikki on your Committee meeting invites. Karen and/or Nikki will try to attend to keep in the loop. Also, please remember to take minutes at your Committee meetings and cc Nikki and Karen on the minutes when you distribute them to your Committee. **Reviewed**
- b. Emergency Preparedness, Calvin Lowrie: **December meeting was postponed, attempting to meet with James Doer**

- c. Gifted Education, Karen Gifford: **no update, plan to meet 1/month**
- d. Membership Community Outreach, Maryann McAllen transitions to Brehan King: **reviewed process for welcoming new general members by phone/email, identifying committee interests, notifying committee chairs of new committee members through Messenger**
- e. Communications, Lara Shemen: **meeting held 1/20/2019, various communication tasks delegated to committee members, Brad Duel to serve as webmaster**
- f. Exceptional Student Services, Wendy Clifford: **progress challenging due to current SUSD environment, many teachers left, parents upset, multiple lawsuits. Wendy having difficulty getting in touch with Marge Raymond with district to discuss. Wendy will retry by written request to meet with Marge, will CC Nikki and Karen. May request Dr. Kriekard attend meeting.**
- g. Family-School Partnerships, Karen Gifford: **attempted to schedule meeting but unable to coordinate with committee members. Plan to meet 1/month.**
- h. Curriculum and Instruction, Jan Voelkel and Nikki Territo: **Met with Steve Nancy re: concerns of a concerned parent. Determined that SUSD does have process for approving curriculum materials and they are following process. Dr. Kriekard and district aware of issue. Definition of supplemental materials undergoing revision.**
- i. Equity, Susan Hughes and Jan Voelkel: **identified district barriers for AP, free lunch. Working on waiver forms for AP and placing hard copy applications at school sites for free lunch. Working on issues with Mojave losing Title I status.**
- j. Prevention and Wellness, Karen Gifford
 - i. SUSD Wellness Committee Application and Process
 - ii. Look for upcoming vote via email to approve 3 Committee Representatives received from applications
Plan to meet 1/month, Steve Chestnut requesting 3 reps (parents) for SUSD to develop wellness policy. Application will be released

1/22/2019. Karen recommended that more than 3 reps will be needed in order to fully represent district. She also recommends including Shea because of her work on Pueblo Nutrition Initiative

J. Legislative, Lisa Kanarish: **2 new committee members will be helping, Brad Duel will be creating legislative page for website. Lisa met with Megan, SUSD lobbyist. Plan to encourage SPC members join RTS at 1/30/2019 meeting. Plan to encourage all APT/PTOs host AZEd101 presentations.**

K. District Oversight, Lisa Kanarish: **Discussed possibly eliminating this committee because oversight weaves through all committees. Will discuss more at later date.**

12. Nominating Committee

- a. *From Bylaws: 6.04 **Nominating Committee**. By January 30 of each year, the President shall appoint an Executive Board Nominating Committee comprised of two members of the Executive Board, two members of the Executive Committee (Committee Chairpersons) and five Member School representatives: one from each SUSD learning community (this is the folks we need to find)*
 - i. Board to suggest School Representatives (5 with a couple alternates in case folks do not want to serve) to be on Nominating Committee
****action item****
 - ii. Four Executive Board members will need to volunteer to be on the Nominating Committee ****action item**** **Volunteers will be Jan, Calvin, Lisa and Susan**
 - iii. Four Board members will share responsibility of inviting suggested 5 Member School Representatives to Nominating Committee (or turn to an alternate if a member turns down nomination): **Karen and Nikki will create list and email out nominations for 5 SPC school reps**

b. From Bylaws: **6.05 Nominations.** *Nominations for the Executive Board shall be submitted by members in writing to the Executive Board Nominating Committee not less than 60 days prior to the annual May meeting of the members.*

i. We will need to have names in by March 15 and vote at the final meeting on May 15.

13. Discussion of Agenda Items for January 30 Public SPC Meeting

- a. Should we introduce (or read names of) each SPC school Representative? **yes**
- b. Patti Bilbrey, SUSD Nutrition
- c. Backpacks
- d. Treasurer's Report
- e. Committee Reports
- f. Dr. K questions
- g. Anything else? **Contact Karen on Nikki**

14. Meeting to adjourn by 8:00 pm: **Meeting adjourned at 8:45 PM**

15. Next Meeting: TBD