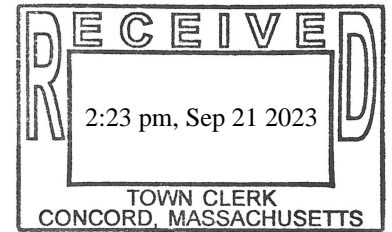


Thoreau Elementary School

29 Prairie Street Concord, MA 01742 - Thoreau Elementary School - 978-318-1300

Justin M Sparks

Principal



School Advisory Council **Meeting Minutes** **Thursday August 17th** **10:30-11:30 AM Virtually via Zoom**

Topic: Thoreau School Advisory Council Meeting
Time: Aug 17, 2023 10:30 AM Eastern Time (US and Canada)

Join Zoom Meeting

<https://concordps.zoom.us/j/96891042216?pwd=WW1zcE5YaVZvdGRJWFBJTW80OU1yUT09>

Meeting ID: 968 9104 2216

Passcode: 601482

Members in Attendance: Principal Justin Sparks, Kara Barr, Colleen Bixby, Liz Morrison Howe , Lorie Ogilvie, Joyce Carter, Julie Basler, Johanna Ellis

- 1). Call to Order
- 2). Approval of Minutes
- 3). Welcome & Introductions
- 4). Co-Chair Volunteer - Colleen Bixby volunteered to serve as the co-chair with principal sparks
- 5). SAC Roles & Responsibilities -

Handbook review suggested by Dr. Hunter for input prior to SC approval/acceptance

Review of roles and responsibilities of the SAC: identifying educational needs, budget guidance, crafting and monitoring SIP

<https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXII/Chapter71/Section59C#:~:text=At%20each%20public%20elementary%2C%20secondary,such%20school%20who%20will%20be>

“The school council, including the school principal, shall meet regularly and shall assist in the identification of the educational needs of the students attending the school, make recommendations to the principal for the development, implementation and assessment of the curriculum accommodation plan required pursuant to section 38Q.5, shall assist in the review of the annual school budget and in the formulation of a school improvement plan, as provided below. Parent advisory councils, established under section 6A of chapter 71A, may, at their request, meet at least once annually with the school council.”

5). Administrative Items

- a. Handbook Review - [Edited 2023-2024 Parent and Student HandbookK5](#)

Specific info on each individual school is on school website

Wondering about Telephone electronics policy, p. 50 - should smart devices be clarified to include smart watches, etc.

Suggestions include:

- a flier and an infographic can be sent out to students and families to outline appropriate contact, ie texting from parents via smart devices during school hours
 - suggest putting device on airplane mode when enter school
 - reinforce that school/office needs to be notified of any change to dismissal plans. Please don't bypass that by using a cellphone. Please contact the office who will relay that to students.
- health policy link to include "no birthday cupcakes" policy. Section C, page 57 should be more clear.
- Health update to include COVID policies, possibly a link to recognize that the policy changes
- Update Lunch on page 48 to reflect free lunch
- Check Pagination and numbers in table of contents

b. SIP update - <https://docs.google.com/document/d/15p-fNTqFe-DtLmHIkcRSPhfWFIJFi8F00jO5T9Ga28g/edit>

6). Principal's Update -  Sparks Entry Plan CPS Principal

7). Member Comments and/ or Questions

Principal will send an agenda out a week before to include any current issues.

Class placement letters August, formatted letter informing families of placement. A letter from Principal Sparks will also accompany the letter.

PTG will use directory more for communication

Facility Updates: Stall to HVAC will happen next summer. Will alleviate temperature fluctuations in the building. Currently working on a short term fix, including getting larger fans for classrooms to help. Long term fix on horizon.

Building looks fantastic and a huge shout out to the custodial staff!!!

Will bring in outside vendor to initiate a feasibility study this year. Will look at the exterior of the building, play structures, etc. They will provide recommendations. This will then move to a conversation with community members/stakeholders about next steps.

8). RPR Feedback

Feedback: Will be nice to meet in person together for the next meeting. Off to a good start with an early meeting to set the tone.

Could have one more parent on committee in order to have a 50/50 split per MGL. If not looking to stay for a year, recruitment for replacement is encouraged.

We met before school 8:00 am looking at Second Wednesday of the Month

6 total meetings - September-October-November, January, March, May

9). Adjournment 11:36

Next Meeting to include a thorough review of SIP.

Consider the most important issues to focus on.