**PCMS Foundation**

**Regulatory Committee Meeting Minutes**

**August 28, 2017**

**Attendance:** Allegra Johnson, PCMS Foundation Co-Chair; Amanda Becker, Regulatory Committee Director (vote); Jeanne Sacks, Foundation Secretary (vote); William Shrader, Asst. Principal; Rosemary Gorham, Parent (vote); Ann Whipple, guest; Christy Keohane, Website/Directory; Ana Murphy, Newsletter; Peggy Fenton, Website/Newsletter; Jessica Gazzola, SGA; and Carrie Ringler, No Place for Hate

**Welcome and Opening**: Meeting called to order at 7:35 a.m. by A. Becker

**Introductions and Explanation of Structure:** A. Becker provided an overview of Regulatory Committee members (voting and non-voting) and responsibilities which include:

* Board Policy
* Membership Recruitment and Training
* Charter Implementation
* School Handbook
* DCSD Discipline

**Future Meeting Dates:** The Committee will meet on February 5, 2018, and April 30, 2018. Additional meetings will be set as needed to vote on specific items.

**Committee Reports:**

* Website/Parent Directory- Peggy Fenton provided information on the website including updates being made, sections being added (Student Life and Academics), and clarification of the purpose (parent v. school website). Peggy indicated that information can be sent to pcmsquestions@gmail.com and that Christy Keohane is in the process of taking over the lead. Christy Keohane solicited direction on getting information to teachers about reactivating and creating MTK accounts. Mr. Shrader recommended a draft email be created outlining the process. This email can then be sent to Mr. Heptinstall for distribution to all staff. It was also recommended that going forward Mr. Heptinstall include this information in the pre-planning information provided to staff prior to each school year.

* Facebook Editor-Laurie Smith. No update
* School Marquee-Pam Sellers. No update
* Public Relations-Amanda Becker asked that any school news and information be sent to her to coordinate its distribution.
* Dress Code-Amanda Becker reminded attendees that we follow DCSD dress code at this time.
* E News/Sunday Blast- Ana Murphy reported that the newsletter subcommittee is looking at options to change format to make the newsletter easier to read (including on hand-held devices). Important Dates have been added to the top section to make this information readily available to parents. This subcommittee is in need of additional members. Finally, Ana solicited feedback on providing the newsletter in Spanish to accommodate a large section of our parent population. Options were discussed and it was agreed initially that language would be added to the newsletter notifying parents that the website was updated with newsletter content weekly and can be viewed in Spanish using Google translate.
* Volunteer Membership- Julia Ledoyen. Amanda Becker reported that Julia has completed all recruiting for this year.

* Student Government Association- Jessica Gazzola reported that after low participation over the last 3 years, changes have been made to the structure to increase involvement. The new structure includes representatives from each homeroom on every grade level in addition to members and an 8th grade executive board. Elections for the executive board are coming up. The main events for SGA are a Fall Dance in October and the 8th Grade Exit Dance in the Spring.
* No Place for Hate-Carrie Ringler went over information on this program run in conjunction with the Anti-Defamation League (ADL). Program guidelines require 3 projects during the course of the school year. These projects are to be selected by October 23rd. Ms. Ringler indicated she is in need of parent assistance. It was recommended that she draft a newsletter submission to seek parent volunteers.

**New Business:** Allegra Johnson gave a brief explanation of the new Foundation structure and answered questions about the same.

🡪 Next meeting – **February 5, 2018, at 7:30 a.m.** Meeting adjourned at 8:18 a.m.