

ACOS

Meeting Notes: June 13th, 2012

Meeting began at approximately 9:45am on June 13th, 2012, in the Quest Portable at Hidden Creek Elementary School

Present:

Maureen, Trina, Joanne, Tracy, Janet

Topics:

- Brain Power Bins
 - Discussed the way bins are being used differently at different schools. It is unclear where the bins are being kept within the schools; ideally would have one in each classroom to make them easily accessible for use.
 - As a committee, need to figure out how to support the Power Bins and ensure they are being used.
 - Would be good to have one parent representative for each school to coordinate the use and maintenance of the bins.
 - Maureen will send out an email to Quest families to ask for volunteers.
 - Could survey instructional specialists to find out how the bins are working and determine ways to make the bins work effectively based on their responses. Maureen will think about a simple survey to send to instructional specialists.
 - Emailing teachers and instructional specialists to inform about the bins is an option, but may not be the most effective way to reach them because of the volume of emails they receive. Maureen may ask Greg to send the email to increase the chance of it being noticed and read.
 - Would prefer not to ask teachers to take on the responsibility of maintaining the bins.
 - Could attend one of the monthly instructional specialists meetings to talk about the bins (Maureen).
- Academy #2
 - Set to take place on November 3rd, 2012.
 - There will be three pieces
 - Music/Arts
 - Science
 - Social/Emotional
 - Venue
 - Discussed the possibility of the event growing and needing to switch venues to South Kitsap High School.
 - If the event becomes so large that it cannot be held at Hidden Creek Elementary, ACOS would not be able to manage it alone. ACOS would be willing to help out with the event but would need to find new directors.
 - Discussed Financing of Next Academy
 - Vendors
 - Discussed whether or not to have vendors at Academy #2.
 - Group agrees it would be good to have vendors; it adds a nice element and gives participants something to do between presentations.
 - None of the speakers at Academy #2 will be selling books, although some may provide resource handouts.

- Vendors wouldn't necessarily need to be selling things; they could just provide information.
- Agreed it would be good to have books or products related to arts. Tracy suggested looking into Kitsap Arts or Big Timber. Also suggested putting together a resource list of arts available in the community.
- Event Features
 - Discussed having a musical or theatrical performance during the event, preferably by Jr. or Sr. High students from SKSD.
 - Discussed the possibility of having student art on display. Maureen cautioned that the level of difficulty in setup needs to be considered in the planning - shouldn't be too much.
- Participant Interests
 - Discussed the possibility of surveying registering participants in advance of the event to determine what they what they would like to see covered – particularly in the social/emotional piece - but decided that it would be too difficult to do. Speakers should be prepared to answer random questions.
- Advertising
 - Would be good to get Academy #2 into the Community Education flyer. Trina will look into it; will find out when it goes out.
 - Maureen will make a flyer for the Back-to-School event.
- Next Planning Meeting
 - Will meet on September 12th to develop a detailed event plan.
 - Maureen will meet with Greg to discuss the event shortly before our meeting.
- Back-to-School Celebration
 - Joanne will call to reserve a booth for ACOS.
 - Will need a sign (Trina).
 - Need to figure out how to word the sign and handouts in a way that accurately and appropriately depicts the relationship between ACOS and the South Kitsap School District. Joanne thought it would be good if we could include the district's key symbol.
 - Need to get an E-Z Up canopy.
 - The school district will provide a table.
 - Need to print up ACOS handouts and a "save the date" ad for Academy #2.
 - Need to make a sign-up sheet to collect emails from people interested in ACOS and information about the upcoming academy.
- Website
 - Maintenance
 - Janet is periodically checking links to ensure they are working and/or haven't changed.
 - Maureen has a student checking the game links on the Quest website that we have linked to the ACOS site.
 - Janet will add a blurb to the "Happenings" page announcing the next academy date.
- ACOS Goals
 - Discussed future ACOS goals. Decided that for now there is plenty to focus on with the Back-To-School event, the fall Academy, and the continuing effort to promote the Brain Power Bins in the schools.

- Will discuss sometime after Academy #2 the possibility of launching an ACOS E-news letter. Would be easy to create our own email list for distribution. It would be more complicated to coordinate with the district.
- Quest Orientation
 - Quest orientation would be a good time to tell people about ACOS and the upcoming academy. Also, would be a good opportunity to solicit volunteers from each school to promote/maintain the Brain Power Bins.
- Hidden Creek Elementary will be the Venue for Academy #2
 - Group agrees it would be best to keep the next academy at Hidden Creek Elementary. Can reasonably accommodate 100 people there. Potential future directors will have an opportunity to observe the event, and depending on turnout, can make an informed decision about switching the venue of future academies.
- Discussed ACOS Finances
- Renaming Parent Academy
 - Discussed renaming Parent Academy something that would widen the appeal to teachers. It was suggested we drop the “Parent” and just call it Academy, or call it “Parent Teacher Academy” (which would make it PTA). No decision was reached on the name.

Future Actions Agreed Upon:

- Maureen will make a flyer for Back-to-School event, send email to Quest families about volunteering, and meet with instructional specialists about the power bins. May also email instructional specialists and teachers about bins.
- Joanne will reserve a booth for Back-to-School and price pencil engraving.
- Trina will look into the community education flyer and will make a sign for the Back-to-School event.
- Group will try to locate a canopy for the Back-To-School event.
- Group will try to come up with potential vendors for the event.

Next meeting:

September 12th, 9:45 am, in the Quest portable of Hidden Creek Elementary School.

Meeting adjourned at approximately 11:00am.

Notes recorded by Janet.

Meeting Follow-up Activity (Email):

- Janet has secured a canopy for the Back-to-School event.
- Maureen emailed Quest families asking for volunteers.
- Venue for next Academy has been confirmed – it will be held at Hidden Creek Elementary.