

ACOS

Meeting Notes: March 14th, 2012

Meeting began at 10:15 am on March 14th, 2012, in the Quest portable at Hidden Creek Elementary School.

Present:

Maureen, Trina, Joanne, Tracy, Janet

Maureen passed out the Meeting Agenda and asked if there were any questions/comments about the February 8th Meeting Minutes. No revisions were suggested.

Topics:

- ACOS Website
 - After perusing other parent advocacy websites, Maureen believes that the ACOS website is on the right track; it is well organized with a complete, user-friendly collection of relevant resources.
- Parent Academy 2012
 - There was some concern initially over how the money would be handled. Having the South Kitsap School District sponsor the Parent Academy and having their finance department create a Parent Academy account to handle the money solved the problem. The hope is for the Parent Academy event to at least break even; if it does not, the funds will need to be repaid.
 - Confirmed Guest Speakers
 - Nathan Levy: Critical Thinking/Language Arts
 - Laura Tucker: Science Help at Home
 - Larry Davis: Social/Emotional Strategies
 - Registration for Parent Academy must be done using the hard copy; cannot accept debit/credit cards.
 - All SKSD elementary and junior high school students will receive Parent Academy flyers/registration forms.
 - The setup of Parent Academy will depend on the turnout. If many people attend (40 - 50), there will be three breakout rooms. If the turnout is smaller, there will be a main session in one room where the speakers rotate.
 - If the Parent Academy has a large turnout, it may be necessary to assign people numbers and a time to go to each different room.
 - Parent Academy volunteer areas of responsibility
 - Facilitate/Meet and Greet: Maureen (will also be available to roam)
 - Registration Table: Trina and Janet - hand out name tags/stickers/badges (Maureen has some badges that may be used)
 - Food: Joanne (If large turnout, will need assistant)
 - Floater/ACOS Table: Tracy
 - If there's a large turnout, may need to recruit more volunteers.
 - Marina Games is the confirmed vendor for the event.
 - Maureen sent out Parent Academy flyers to Quest parents, junior high school Quest teachers, and counselors.
 - Parent Academy is a South Kitsap School District function (c/o Quest).
 - ACOS Group will meet the week before Parent Academy to finalize the event plan.

Meeting Notes: March 14th, 2012 (page 2)

- Will discuss at next meeting which classrooms to use – may need to use the bigger classrooms with more comfortable chairs.
- Will probably need to use the library.
- Will need a large table for Laura Tucker's science experiment - may need to use the cafeteria as it could get messy.
- Will have a custodian working on the day of the event.
- Food for Parent Academy
 - The Parent Academy event price includes food.
 - Joanne is pricing prepared food purchased through a school vendor.
 - Types of food being considered: muffins, apples, bananas, and possibly cookies.
 - Costco sweet rolls and mini cinnamon rolls were also suggested as possibilities (it was pointed out that sweet rolls could be messy); Joanne will price Costco food to see if it would be more economical.
 - Will not need a food handler present - not cooking or preparing any of the food on the premises.
 - Water and coffee will be provided. Maureen will speak to Tully's about donating carafes of coffee.
 - Discussed possibly selling 'extra' food. Decided to keep it simple for this first event; could expand in the future based on this experience.
- Trina will coordinate the event finances with the school district.
- Maureen asked if the flyer could be attached to the district's Facebook page; the district would have to post it. Janet posted a Parent Academy blurb in the "recommendations" section of the SKSD Facebook page and created a Parent Academy Event on the ACOS Facebook page (123 invited, 9 confirmed, 4 maybes as of March 14th).
- Joanne has discussed the Parent Academy event at district meetings and reports that people are excited about it. Says that some people were wondering if it is only for 'smart' kids though.
- Some interest has been expressed in a (future) Parent Academy with an arts workshop (how the arts stimulate learning).
- Group agreed that the Parent Academy flyer that Trina made looks great; chose a neutral paper color to print it on to avoid having it mistaken for commonly color-coded items.
- Maureen asks if there were any other Parent Academy ideas/suggestions; requests the group email to her any ideas that come to them after the meeting.
- Discussed more ways to get the word out about the Parent Academy
 - Make signs to put up during conference week at the school's book fairs.
 - Check marquee schedule and see about having Parent Academy advertised there.
 - Joanne will talk to volunteer coordinators at various schools and ask them to spread the word.
 - Contact PTSO at each school to see if they could also let people know about the event.
 - Joanne will discuss the Parent Academy at her next South Kitsap PTSA Council meeting.
 - Maureen would like to see the Parent Academy take-home flyers go out to schools by this Friday.

Meeting Notes: March 14th, 2012 (page 3)

- Tracy suggested creating more flyers that are modified to replace the registration section with a big contact phone number. Maureen suggested using the ACOS website address. Discussed where to leave new flyers; public libraries, grocery stores (with pull-off tabs), and the Explorer Academy. Tracy also suggested dropping some at the Manchester Library in advance of a homeschooler meeting.
- South Kitsap School District to include information about the Parent Academy event in the district news.
- Need to get schools to post signs; Maureen suggested it could be helpful to talk to principals. Joanne has had good luck getting school offices to post information about other events in the past.
- Maureen - will print up pretty versions of the flyers and get them to various people to put up at schools within the district.
- Trina will make a new flyer without the registration form and send out an alterable template (Publisher) to group members so they can be modified (adding tear-offs, etc.) and printed and posted at various locations in the community. Trina advised the group to not send out the Publisher version of the flyer – only the pdf original has been approved for use within the district.
- Trina will contact the newspaper to see about placing an advertisement for Parent Academy.
- Discussed who will take flyers to various schools to be distributed as well as signs to be posted. Maureen asked the group to email her locations where they've posted so we know what has been covered.
- Will need directional signs to put out the day of the Parent Academy event.
- Quest Nominations
 - Received 350 nominations, which is an increase of about 150.
- Brain Power Bins
 - The bins were finished three weeks ago and were delivered to schools within the district.
 - Maureen has spoken to people at various schools about how to distribute them.
 - School principals were notified about the bins.
 - Discussed how the bins are being distributed at each school.
 - Janet mentioned that her son's teacher had some of her students use bin activities (in their multi-use area).
 - Maureen will contact instructional specialists to follow up on how the bins work in about a month's time. Need to monitor how/if they are being used so they aren't forgotten.
 - Joanne has noticed that there seems to be some confusion about where the bins should be located within the school or how they should be used. Also, there has been an expression of concern about the need for teachers to leave their classrooms to get pages. Trina observed that it might require a bit of advanced preparation.
 - A discussion of the bins will be brought up at the next instructional specialist meeting to explain what the bins are for, and also to brainstorm how they can be used successfully.
 - Bins can be considered successful if 40% are using them regularly.
 - Discussed the possibility of scanning Brain Power masters and storing them in the school district's shared drive to make them more accessible to teachers. Maureen remarked that this would need to be done with an efficient scanner. It would be nice to supplement the hard copies; but is good to have both.

Meeting Notes: March 14th, 2012 (page 4)

- Advertising ACOS
 - Parent Academy event is a great way to get information about ACOS out there
 - Will have an ACOS table at the Parent Academy.
 - Could possibly use some pizza party money to print mini flyers – Tracy also suggested pencils printed with ACOS information or stickers to put on water bottles. Trina is going to look into designing a QR (quick response) code to include on printed materials so people can scan the ACOS website into their smartphones.
 - Could have a trifold display on the table. Maureen observed that there would be more to display *after* the Parent Academy event takes place.
 - ACOS could have a booth at SKSD's annual "Back to School" event. Trina remarked that this would be a great place for giving away pencils with ACOS information printed on them. Maureen will probably not be able to attend this event due to the timing.
- Parent Academy Event Money/Vendors
 - Goal is to break even. So far, approximately \$450.00 has been invested (\$100.00 each for two speakers and \$255.75 for flyers). Maureen believes that it is good to start small; even if the event loses money this first time is still worthwhile. It could lead to bigger events in the future requiring a larger school for the venue and more vendors.
 - Although there will only be one vendor at the Parent Academy event, Nathan Levy will have books for sale and Larry Davis will have information about HeartMath available.

Actions Taken During Meeting: Collated Parent Academy Flyers (before and after meeting).

Future Actions Agreed Upon:

- Trina sends out modified flyer to group.
- Group will email any additional ideas about the Parent Academy to Maureen.
- Maureen will solicit coffee donation from Tully's.
- Joanne will price food at Costco.
- Trina will contact the newspaper.
- Group members will deliver flyers to assigned schools, will print and post additional signs at schools and around town.

Next meeting:

April 11th, 9:45 am, in the Quest portable of Hidden Creek Elementary School

Meeting adjourned at 11:15 am.

Notes recorded by Janet