

Work Session 12-3-18 Summary

Morningside Elementary School

Date: December 3, 2018

Time: 3:10- 4:30 pm

Location: MES Conference Room

I. Call to Order at 3:10

II. Roll Call; Establish Quorum

- a. Present in person (4): Audrey Sofianos, Cara Frattasi, Christi Feeney, Tim Richman
- b. Present via conference call (2): Catalina Sibilsky, Tatiana Nemo

III. Action Items

- a. Edit and revise MES Community Survey

Commented [CF1]: ES

IV. Discussion Items

- a. Christi Feeney will now have access to the MES Website for purposes of updating and adding meeting agendas and minutes.
- b. Cara- We need to focus on items we can impact, decided to remove any questions re: cultural diversity/inclusion, curriculum or safety.
- c. Tim- The Beyond the Core questions should be phrased to get to each survey taker "what's important to YOU?" since each person's concerns are very different. We need to know what matters MOST to the most people. Perhaps ask an open ended question "What is your #1 priority at MES?". He also recommended that the intro identify the # of questions rather than the amount of time estimated to take the survey. Also- can people rank their top 3 favorites without having to rank all options? Need to add "not applicable" as an option to some questions. Identify the fact that a 1 response means "Most important" 2 response is less important than #1, and so on. Include Technology access and technology instruction in the list.
- d. Catalina- Open ended questions will general ideas and concerns rather than identify them BUT will we actually use the results/data to make changes based on what people want? What can we do with those type of results? Shouldn't we ask only questions we can resolve (i.e. we cannot get a new resource officer or get rid of the one we have, per Audrey).
- e. Audrey- She wants to keep our one resource officer for security and safety in general, but she does not want to hire a second resource officer. She also thinks

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the survey intro should make it clear that the responses to the survey will inform but not dictate the GT's decision.

- f. Tim- Should we put the open ended question(s) first, before the specific questions? Include up to 3 open ended topics and limit # of characters for each. We also need to distribute hard copies to all families (via Wednesday folders, return to teachers/office and data will be entered). Survey needs to be translated into appropriate languages (Kelli Balloon, Mia Oglesby)
- g. Cara- We are not prepared to address racial diversity/equality as a GT, and Tim agrees that such a question would reflect poorly on our GT if not given proper context or weight.
- h. Audrey- We are looking for budget guidance; we can't work with a bunch of "yes, MORE" answers; we need guidance on what the community is willing to give up in order to get more of something else.
- i. Tim- Allocate \$100 among the various "future" options to determine weight. Remove project based learning from the list.
- j. Christi- What are the "future" options in the \$100 breakout?
 - i. Dance
 - ii. Theater
 - iii. Expansion of existing foreign language program
 - iv. Additional intervention/tutoring for students with learning challenges
 - v. Additional security
 - vi. Additional counseling services
 - vii. Additional technology access and instruction
 - viii. Physical fitness and wellness
 - ix. Engineering
- k. Cara- What timeline?
 - i. Prepare- Christi will on updated draft
 - ii. Distribute- January 10, 2019
 - iii. Deadline- January 22, 2019
 - iv. Data Collection period- January 22-29, 2019
 - v. Communicate findings with GO Team- January 30, 2019 meeting
 - vi. Publication to MES community- TBD
- l. Christi- Will create in Google Form format to see if it will cover the various issue and formats properly. If not, she will explore other platforms. There is no limit provided on the # of times a household or person can answer the survey. No way to track.

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- m. Cara- What methods to disseminate?
 - i. Hard copies in Wednesday folders (January 16, 2019)
 - ii. Digital Dolphin (January 10, 2019)
 - iii. MES Facebook page (" ")
 - iv. Grade level Facebook pages (" ")
 - v. Audrey e-mail/text to all families (" ")
 - vi. Email to all families via MES directory (" ")
- n. Tim/Cara- how do we title the survey? Do we include the term "GO Team" in the title or identification of survey?
- o. Christi- Introductory language can be included in the piece which will accompany the link to the survey. No intro language in survey itself.
- p. Cara- Only members of the FECAC and Audrey should give final approval to finished survey. All GT members have been given the opportunity to comment in two meetings and various email communications.
- q. Audrey- We need to run the FECAC's final survey draft by all MES teachers. Also recommends an additional open ended question, "what do we need LESS of during the school day at MES?" Top 3?
- r. Tim- Under the communications question, change replies to "too much" "just right" and "not enough".
- s. Christi- Communicate with PTA Presidents and VP Communications to ensure that they are not troubled by the communications questions on the survey.

V. Plan/Assign Next Steps

- a. Christi Feeney will update Survey with comments from today's work session
- b. Distribution deadline for Survey via various communication methods will be 1/10/19

VI. Adjournment at 4:30