

| | | | | |
|----------------------------------|---|---|--|--|
| Date: 9/28/16 | Started: ?? Adjourned: approx. 8:30 | Minutes recorder: Tammy Horn, Secretary | Chair: Shannon Behm and Chris Lisi-Frillici, co-presidents | Next meeting: HSA Board meeting, October 4, 2016 |
| Member | Position | Member | Position | Agenda |
| Shannon Behm, present | Co-President | Blake Yedwab, excused | Teacher rep. | <ol style="list-style-type: none"> 1. Role of the Board 2. Parent Letter 3. HSA General Meeting |
| Chris Lisi-Frillici, present | Co-President | Steven King, excused | Teacher rep. | |
| Carrie Broquard, excused | Principal | Jenny Backus, present | Ways and Means | |
| Janine Finck-Boyle, excused | 1 st VP | Laura Nelms, present | Environment | |
| Colleen Lyster, present | 2 nd VP | Josh Gordon, present (by phone) | Membership | |
| Tonya Oliver, excused | Co-treasurer | Stacy Beck, present | Communications | |
| Kavita Chambery, on the phone | Co-treasurer | Eve Bennett, present | Early Childhood | |
| Eileen Dombo, excused | Volunteers | Joe Nelson, present | Community | |
| Jennifer Lanoff, present | Communications | Sarah Remes, present | Outreach | |
| Kristin Nicholson, present | Hospitality | Astrid Ruggieri, present | Ways and Means | |
| Nedra Pickler, present | Hospitality | | | |
| Tammy Horn, present | Secretary | | | |

| | Discussion | Action Item | Who | When |
|----|--|-------------|-----|------|
| 1. | <p>Co-Presidents opened the meeting</p> <p>The purpose of the meeting was a discussion on the role of the HSA Board, areas where the HSA Board and school overlap and how to better define roles and responsibilities.</p> <p><u>Role of the HSA Board</u> From the HSA website: “The HSA strives to create a sense of community by bringing parents and the school together in a cooperative way.”</p> | | | |

| | | | | |
|--|---|--|---|--|
| | <p>There is general agreement that the role of the HSA Board is to facilitate communication and cooperation between parents and the school (teachers, staff and administration.)</p> <p>The Co-Presidents discussed that they have weekly Friday meetings with Dr. Broquard, which provide an opportunity to discuss things, share anything that may have come up throughout the week, and make suggestions (e.g. send a constant contact), etc. There was agreement that it would be helpful for the Co-Presidents to reach out to the Board for input prior to the meetings and to share any relevant information from those meetings with the Board.</p> <p>There was a discussion about the need for a process for establishing Board policies and to clarify policies for Board members. There was agreement that the Board Handbook should be given to every member and a discussion about the need to finalize the Handbook.</p> <p>There also was a discussion about how to handle HSA Board communications when there is an urgent matter (i.e. Flex example) and agreement that the Board should communicate as soon as possible on urgent items so that the Board can take appropriate and expedient action.</p> <p>This led to a larger discussion of LEP and whether it should be expanded. Expanding Flex exponentially could have additional costs for custodial staff and could present logistical challenges. The Board agreed that this topic warrants further parental input and discussion and it was suggested that this could be a good General Meeting topic. Parents also will be able to have input through the needs assessment survey, which asks about after school programming.</p> <p>The Board discussed the fact that LEP will be expanded beyond current offerings in the next session in January. There was</p> | <p>Co-Presidents will reach out to the Board for input prior to meetings with Dr. Broquard and report to the Board any relevant information from those meetings.</p> <p>Finalize HSA Board Handbook</p> <p>Communicate to larger Lafayette community that LEP offerings will be expanded in January.</p> | <p>Shannon and Chris</p> <p>Everyone</p> <p>Stacy/Jen</p> | <p>Ongoing</p> <p>By November Board Meeting</p> <p>End of November</p> |
|--|---|--|---|--|

| | | | | |
|----|--|---|---------|---------|
| | <p>agreement that this should be communicated to the larger Lafayette community so that parents know that there will be more offerings.</p> <p>There also was discussion that Flex needs to customize their messaging to parents as Lafayette parents are receiving communications from Flex that are not relevant. Shannon is working with Flex on this issue.</p> <p>There was agreement that the HSA Board should be responsible for pushing communications out to parents regarding HSA fundraising events and other news.</p> <p>Discussed the role of the Wellness Committee and the need to implement the Healthy Schools Act.</p> | Work with Flex on communications. | Shannon | Ongoing |
| 2. | <p><u>School / HSA</u></p> <p>There was discussion about the areas where there is overlap between the HSA Board and the school administration. One example is communications. Currently the HSA Board Communications Coordinators handle all communications from the HSA platform to send out HSA messages and constant contacts to the Lafayette community. They also send out messages from Dr. Broquard utilizing this platform. This takes a lot of time because of formatting and other issues. The Board discussed that while the school should be able to use the communications platform, messages from the school should be sent by Lafayette staff. The Communications Coordinators were meeting with Dr. Broquard to discuss this issue.</p> <p>There was a discussion about how it would be helpful to have more consistent teacher communications about goings on in the school and their respective grades. There is a perception that some teachers communicate with parents a lot and others not at all.</p> | Brainstorm this issue with Dr. Broquard | | |

| | | | | |
|-----------|--|---|--------------------------|--|
| | <p>The Board also discussed the role of the Board with regard to school matters and agreed that the Board can help facilitate conversations between the right people (e.g. if a parent has a question about curriculum or their classroom, to put them in touch with the right school administrator.)</p> <p>There was discussion of the need for a school handbook that provides a description of school policies and procedures and serves as a general resource for the Lafayette community. This likely would require a joint effort between the Lafayette administration and the HSA.</p> | <p>Discuss Lafayette Handbook with Dr. Broquard</p> | | |
| <p>3.</p> | <p><u>Parent Letter</u></p> <p>There was a discussion of the letter that a group of Lafayette parents sent to Dr. Broquard outlining several concerns with the school. There was general agreement that the HSA Board has a role to play in facilitating dialogue on parent concerns. The Board also brainstormed possible ways to address some of the concerns raised in the letter.</p> <p><u>Culture</u> – the letter identified a sense that the school is less open and welcoming to parents. The Board discussed ways to make the school feel more open and welcoming to parents and the community, such as exhibiting student artwork outside, having a community board, and more signage outside the school with announcements of school happenings.</p> <p>There also was a discussion about whether the outer doors can be left open. Visitors still would have to go through the office, but the outer doors would not be locked. There also was discussion about whether the doors could be opened at the end of the school day.</p> | <p>Share these ideas with Dr. Broquard</p> | <p>Chris and Shannon</p> | |

| | | | |
|---|----------------------------------|--------------------------|--|
| <p>Another suggestion to make the school feel more welcoming was to foster better communication between the office staff and the greater Lafayette community. There is a sense that the office staff are not familiar with school protocol and do not know the parents well. One idea was to introduce the office staff to the Lafayette community by highlighting them in the Tuesday Bulletin or through a constant contact. There also was a suggestion to introduce the office staff to parents on the upcoming Lafayette tours. Finally, there was a discussion about the possibility of having longer office hours.</p> <p>There was a discussion about whether it would be possible to have the library open before school. There was speculation that this policy may be the result of the fact that there still are construction workers in the building before school. If there are things that will change, such as more opportunities to observe lunch, library hours, etc., then there should be a communication to the Lafayette community that there is more openness to come.</p> <p>There also was a discussion about breakfast and that parents are not allowed in to the school to help their younger children get settled with breakfast.</p> <p><u>Perceived punitive nature of the school</u> – the letter also raised concerns about what is perceived to be an increasingly punitive environment in the school with the use of quiet lunch, silence, and the tally system. There was agreement that there is a need for more discussion about the discipline system and behavior expectations in the school, and a sense that the policies may not be implemented fairly or consistently by aides and other Lafayette staff. There was discussion of the perception by parents and students that the system seems harsh and is making kids feel bad. There also was a discussion about rumors circulating that new and veteran teachers</p> | <p>Discuss with Dr. Broquard</p> | <p>Chris and Shannon</p> | |
|---|----------------------------------|--------------------------|--|

| | | | |
|--|--|--|--|
| <p>were taking recess away as a punishment, contrary to the Healthy Schools Act.</p> <p>There also was discussion about some things happening in Kindergarten, such as spelling tests that did not seem developmentally appropriate. There also was a discussion that some Kindergarten parents were upset that they were not able to walk their kids into school on the first day.</p> <p>There was agreement that it is a good thing that parents are being invited in to the Kindergarten classrooms and that there are parent tours available.</p> <p>There was further discussion that issues such as students being addressed by number instead of name and last man standing contests that should be addressed.</p> <p><u>Teachers leaving, no mentors for new teachers</u></p> <p>There also was discussion of the concern raised in the parent letter about veteran teachers leaving and the lack of mentors for the many new and less experienced teachers at the school. There was agreement that the HSA Board cannot represent teachers in employment issues, but that the Board can facilitate a dialogue if parents are concerned about this issue.</p> <p><u>Miscellaneous</u></p> <p>A question was raised about the school's dedication to arts integration and what the school is doing in this area.</p> <p>There was discussion about whether the school is following DCPS policies that may not be relevant to the Lafayette student body. A</p> | | | |
|--|--|--|--|

| | | | | |
|----|--|--|--|--|
| | question was raised about the level of flexibility to modify DCPS policies for Lafayette. | | | |
| 4. | <p><u>October 6 meeting</u></p> <p>There was discussion of the October 6 General HSA meeting. There was agreement that the meeting will follow the original agenda where Dr. Broquard will discuss curriculum and plans for the school year, followed by an open Q&A session where parents can ask questions. It was suggested that the meeting begin with an acknowledgement that parents are there to discuss many issues and that Dr. Broquard is available to address any questions that they may have.</p> <p>The Board confirmed its decision from the last Board meeting not to serve pizza because the meeting is late enough where people can have dinner beforehand and it is impossible to predict the number of attendees.</p> | | | |
| 5. | <p>The meeting adjourned 9:26</p> <p>Next Board Meeting is October 4, 2016.</p> | | | |