

Warwick Public Schools
Parents Communication Advisory Committee
Organizational Meeting Minutes
December 4, 2008

Mission: To advise and make recommendations, to the school committee, as to how we can better facilitate communication by and between parents, school administration, and the Warwick School Committee.

I. The meeting was called to order at 7:10 PM

II. Discussion of Mission.

- Christopher Friel explained the intent of the committee.
- Members discussed the advisory committee's role to advise:
 - Best ways to communicate school information to parents
 - The active role as members to assure information gets to parents.

III. Determine quorum

- Committee members discussed and agreed on the following:
 - 50% of members +one to conduct business
 - 26 members would be the limit of the committee
 - An attendance policy to maintain membership would be brought to next meeting by Sharon Terzian for committee review.
 - Only parent/guardian members would be qualified to vote

IV. Nomination/election of officers

- Chair/Vice Chair
 - Nomination of Mark Banno by Tom Daniels
 - Nomination of Tom Daniels Vice chair By Sharon Terzian
- Recording Secretary
 - Nomination of Tracy McDermott by Tom Daniels
- Corresponding Secretary
 - Nomination of Sharon Terzian by Tracy McDermott
- Voting and additional nominees will occur at the next meeting

V. Future Business

- Strategies for PTA and PTO collaboration with PCAC
- Build a Data base of parent and community leaders
- Establish a PCAC representative for each school-request administration use Connect Ed to get more membership that represents each school.
- Consider forms of communication such as hard copy postings, electronic flyers, list serves, website etc.
- Establish a routine report on the upcoming monthly school committee agenda
- Establish procedures to insure that the committee gets information out.
- Establish procedures to get information out about the committee
- Superintendent Horoschak offered to get newsletters and agenda to committee members routinely

VI. Determine Future meeting schedule

- Third Thursday of every month

VII. Adjournment

- Meeting adjourned at 8:38
- Next meeting 7pm, January 8, 2009 at Administration Building