

Warwick Public Schools
Parents Communication Advisory Committee
Meeting Minutes June 4, 2009

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

In Attendance:

Lucille Mota-Costa (School Committee Representative), Patrick Maloney (School Committee Representative), Tracy McDermott (Pilgrim), Patricia Nazareth (Greenwood), Barbara Supsky (Oakland Beach, Vets), Kristin Campbell (RiPiN), Jessica Schad (Sherman), Marc Comtois (Hoxsie), Edward Racca (Sherman) and David Testa (Francis)

Call to Order 7:10pm

Many members were absent and/or resigned for the last meeting and the PCAC is reorganizing. New Officers and structure needed.

Determine Quorum

Discussion and agreement of 50% +1

Nomination of Officers

Discussion

Does the group still need a Chair/Vice chair, Recording/ Corresponding secretary? It is decided that at this point to have a chair and Secretary. Tracey McDermott motions for new structure, Marc Comtois Seconds, all agree with new structure of Chair and Secretary, eliminating Vice Chair and Secretary separate duties. As PCAC grows, the structure will be reexamined.

Sharon Terzian has agreed via email to continue to be a resource for the PCAC website.

Nomination of Chair

David Testa nominated by Jessica Schad for Chair. Marc Comtois and Edward Racca second the motion. All agree (7-0), David Testa accepts position as Chair

Nomination of Secretary

Patti Nazareth nominated for secretary by motion from Marc Comtois, seconded by Tracey McDermott. All agree (7-0), Patti Nazareth accepts position as Secretary.

Discussion

Mission Statement:

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

As statement reads School administration, the PCAC would like the superintendent or designee to be in attendance for each meeting to report and/or answer questions.

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Discussion of officer responsibilities

The Chair is the spokesperson for the PCAC. No official response or presentation shall come from any member other than the chair.

The Secretary will take minutes and distribute minutes and post agenda. The secretary will forward agenda and minutes to Sharon Terzian to be posted on PCAC website.

Documentation and bylaws should be created that state the specific duties and actions of the PCAC. This documentation must be created to preserve the PCAC and allow for it to continue as members join and leave the group. Members will come with examples of by-laws from others groups they have membership in.

Unfinished Business

Strategies for PTA and PTO collaboration with PCAC:

Open house membership

Yellow information cards distributed the first day at each school are not consistent. The yellow cards at some schools ask for emails, others do not. NO consistency across all schools, it must become systemic.

Build a database of parent and community leaders:

Database is a goal but not a requirement at this time

The PCAC email list should be available for distribution on the first day of school

Establish a PCAC representative for each school:

A PCAC rep for each school is difficult with limited membership. A more realistic goal is a rep from each district and each level. ALI agree with 3 elementary Reps, 3 Jr High Reps, and 3 Sr high Reps.

Consider different forms of communication:

ConnectEd has been successful, PCAC and Public School Website (discuss WPS website with administration), boxes at the administration building for PCAC use, and email

Establish procedures to ensure that the PCAC gets information out:

Document procedures to do everything formally and in writing

Report on Regular School Committee June 9, 2009 meeting Agenda:

Graduation by Proficiency update

Vote on recommendation of Bidding for services and supplies

Special meetings for month of June, finalize the budget and vote to accept 2009-2010 budget.

Next Meeting: August 6, 2009 @ 7pm
Adjourn 9pm