

**Family Engagement Advisory Council  
Meeting Minutes 5/28/13**

**Welcome**

Meeting was called to order at 6:15

**Present:** Jason Masterson, Deb Meiklejohn, Maria Cristina Betancur, Courtney Needham, Gail Cook, Robin Adams, William Cotton, Tammy Eaton, Kathy Felder, Leanne Tria, Mary Pendergast

**Approval of April Minutes**

Members reviewed the minutes for the April meeting.

Deb Meiklejohn motioned to approve April minutes Kathleen Fielder seconded. The members approved April minutes.

**Introductions**

New parent representatives, Coutenay Needham and Gail Cook introduced themselves and gave their background.

Members introduced themselves to the new members.

**Nominating Committee**

Last month the committee voted to approve the nominations of interim Vice Chair, Jason Masterson and Interim Secretary, Sue Donovan.

The nominating committee put forth Robin Adams as the candidate for Interim Chairperson.

Mary Pendergast motioned to accept the nomination. William Cotton seconded. Members voted and approved Robin Adams as the Interim Chairperson

Deb Meiklejohn proposed changing the status of the officers from interim to permanent and that their appointments run from May 2013-June 2014

The slate was reintroduced - Robin Adams as Chair, Jason Masterson as Vice Chair and Sue Donovan as Secretary.

Kathy Felder motioned to accept the slate as presented.

Courtaney Needham seconded.

The members voted and approved all three moving from interim to permanent positions.

## **Communications/Public Relations Committee**

Members were asked to express interest in participating on the Communications/Public Relations committee.

Courtaney Needham, Maria Cristina Betancur, Annette Bourne, Leanne Tria and Deb Meiklejohn offered to serve on the committee

Robin Adams motioned to approve the slate. William Cotton seconded. The members voted to approve the slate.

## **Mission Statement**

The group discussed and reworked the mission statement to read as follows;

The mission of FEAC is to bring the family voice to state leaders to create a culture in which families, educators, and communities work collaboratively to improve educational outcomes for students.

The revised mission statement will be sent out to membership for review in preparation for a vote to accept it at next month's meeting.

## **Bios for council members**

There is still great variability in the length of members' bios. Mary will review all and determine an average word count and send that out to members who might want to revise their Bios. Bios should also be formatted in paragraph form rather than bulleted form.

## **Website information**

There was discussion about the State sponsored website. We are beginning to get some information for the website. We can now put officer and member names up.

There was discussion about what might be a good Logo for the group. Deb Meiklejohn showed the group some things she had worked on. Courtaney Needham offered to prepare some possible logos for review at the June meeting. She has experience in public relations and her husband is experienced in graphic design.

Members discussed if the logo should be an icon or a word. Some suggestions included, a boat, adults in a circle boosting up children, and a bridge.

## **Strategic Plan –**

Jason suggested he and Roy facilitate the strategic planning process.

The following dates were identified as options for the strategic planning meeting. Deb Meiklejohn will check room availability and send the date out to the members 7/17, 7/18 or 7/24, 7/25. The meeting will be scheduled from 3-7pm

The group discussed filling the 2 vacant slots with more diverse membership.

Members suggested checking with district leadership.

It was also suggested checking with the Director of the Childrens' Museum to see if he/she could identify diverse parents who could be involved.

Maria Cristina Betancur offered to check with parents in the Central Falls District.

Courtaney Needham asked for some background on how this Family Engagement Advisory Council came into existence Deb Meiklejohn gave a brief overview.

## **Next step**

Fill slots vacant slots

Identify Strategic planning date

Schedule June meeting

Set fixed meeting schedule for coming year

**Next Meeting – June 26<sup>th</sup> 2013**