

## Meeting Notes March 26<sup>th</sup> 2014

**Welcome & Introductions:** Robin 6:09pm

**Attendees** William Cotton, Annette Bourne, Maria Cristina Betancur, Susan Donovan, Stephanie Enos, Roy Seitsinger, Perry Gast, Leanne Tria, Virginia Harnois, Diane Tourangeau, Jacqueline Harris-Connor and Robin Adams

Chaired by: Robin

**Approval of Minutes:** Virginia motioned, Leanne seconded, February 2014 minutes approved.

### Updates & Old Business

Strategic Plan/Group Work -Tabled

SOP/Executive Committee

- Tabled
- Executive committee looking at how to format meetings. Jackie shared the format the PTA uses, which appears to align with the group requests from the survey.

Membership Update

- Jay Masterson, the Principal Representative, has stepped down. He has reached out to the principal's association for a new representative. This leaves the Executive Committee with Robin and Sue.
- Mary and Robin are working on a succession plan.
- Robin found an updated membership list on line, which she will share with the group. Sue may be able to update this as well.
- Four positions remain unfilled, and others are awaiting appointment. Robin's goal is to fill all the positions by the end of the year.

By-laws

Members need copies of the by-laws to assist them in understanding the work of the group. Sue will send copies of the legislation and by-laws to all the members.

Survey

- Survey results were reviewed by the group.
- A back-up plan for funding was discussed.

- Need to meet with Governor's office for clarity was raised, along with the possibility of requesting a legislative grant. This work would need to happen sooner rather than later, as checks are issued in October.
- Soft launch/Hard launch discussion – Annette will draft a plan for consideration at the next meeting. She will share it with Robin, as she is unable to attend the next meeting.

#### Letter to the Commissioner of Education

Jay was drafting a letter for the Commissioner to request she announce the existence of FEAC through her field memo. Robin will now move this work forward, along with drafting a letter to the superintendents (see below), for the group to review.

#### Announcement to the Districts

The group plans to send a letter to the superintendents introducing themselves. They also plan to request the following information for their website: a district contact for family engagement, a brief statement welcoming families, and two or three best practices for family engagement in the district. Members would then like parent representatives on the group to two or three districts to follow-up. This led to a discussion about the need to fill the open slots on the board. It was requested by Stephanie that the group share this letter with the Commissioner, along with their request to be in the field memo, so she is aware of their plan in case RIDE staff receive calls. Robin agreed.

#### Funding

The need for funds has arisen, followed by a concern of what needs to happen to collect funds. Robin has solicited funds for a computer from the group, and Roy has secured a grant to help buy the software, as required by the Governor's staff. It was brought to the group's attention that additional fund raising should be put on hold until it is determined how the group needs to incorporate, and if there are any resources from the Governor's office, as this is a Governor's appointed Council. The plan is for the executive committee to request a meeting with the Governor and his staff to seek clarity on supporting funds for general operations (space, copies, etc) and website needs.

#### Family Engagement/Strategic Plan

- A request was made to focus on a piece of the work at each meeting. Robin will look at reincorporating this into the meeting. It was part of the original plan which has changed over time.

## Committee Reports

#### Website Subcommittee

##### Logo

- Logo selected. Colors will be dependent on feedback from Governor's office on the webpage format, and the professional recommendations from the designer. Courtenay's husband continues to offer his expertise and assistance to the group pro bono.

## Website

Webpage development is moving slowly, due to staff turnover at the Governor's Office. Awaiting next steps, along with access to software and a computer. It will be helpful to know if the group is obligated to provide the webpage software, or if the state will provide free access as this is a Governor's appointed Council.

## Next Steps - Webpage Resources

- Annette and others volunteered to send resources and links to the webpage subcommittee to enter on the website
- Robin will forward her talking points slides about the committee to Leanne to inform the work of the committee.
- Stephanie asked Sue to send the minutes, agendas, annual report and by laws, along with any other past materials from the board that she has for the website.
- Bios need to be sent to Mary, so she can forward them all to the website committee.
- A list of subcommittees, and their members, needs to be sent to Leanne for inclusion on the website.
- Additional district information can be added (funding request, district contacts, etc.) as the committee completes the work.
- The website committee is aware of the need to post information in family friendly language.
- Robin and others will look into methods for easily translating the website.
- A long term goal is to work on a glossary of terms and acronyms for families. Sue noted there are several already available the group may wish to consider.

## **Announcements / New Business**

### **Review / Confirm Action Items:**

Wrap Up & Next Steps

Next Meeting Date is \_\_\_April 30th 6-8pm @ RIPIN \_\_\_\_\_

Adjourn 8:00pm Leanne made a motion Maria C seconded