Minutes

# Dora Kennedy French Immersion PTA Minutes

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The meeting was called to order by Katrina Dodro at 7:08 pm. 62 members of the DKFI PTA were present at the meeting.

## Board

* Ms. Katrina Dodro (PTA President) welcomed parents and school leaders to the meeting. She reiterated that this meeting was redesigned to meet the current needs of the school community. Special guests will include Dr. Helen Coley (PGCPS Area II Supervisor,), Carolyn Boston (School Board vice Chair), and Clara Yancey (DKFI Interim Principal). The key speaker will be Mrs. Sheila Jackson, Director of the Department of Family, Community, and Business Engagement. Our school board member, Lupi Grady wished to attend, but she is out of the country. Meeting discussion will be engaged and respectful, and will be forward focused on transitioning our school community and engaging with our school’s future.
* The school community recited a call and responsive pledge to DKFI unity that was developed by a parent at DKFI and recalled our community focus on the needs of our children.

## Treasurer’s Report (Ms. Contina Djauoga)

* The PTA budget for 2015 -16 to current date was presented and approved by voice vote.

## Helen Coley

* Reviewed the professional history of Ms. Clara Yancey, (DKFI Interim Principal), and reviewed the communication protocol to be followed at all PGCPS schools.
* Explained that it is vital that all sequential steps must be followed in any issue of school discipline and parental concern. The chain of command is to be from parent to select teacher than to Ms. Clara Yancey (DKFI interim principal). If the grievance remains unresolved at this step, it then proceeds to the attention of the principal’s supervisor Mr. Brian Baudoin (PGCPS Area II Instructional Director) than moves to the attention of Ms. Helen Coley (PGCPS Area II Supervisor).

## Clara Yancey

* Stated her goal is to move the instruction program and oversee academic excellence at DKFI. Also immediately enforced structures at the school for the safety of the children and for the smooth operation of the school‘s academic business. For example:
	+ Needed to make the school playground safer by developing a grade based schedule to keep one grade level on the playground at on e time for K to 5th grade. Kindergarteners and 1st graders allowed playing in fenced area only. Teachers are positioned to supervise their children at lunchtime.
	+ 2nd graders are permitted to play in the fenced areas and softball field.
	+ 3rd to 5th graders will play at the baseball field areas of the school playground.
* Hallway etiquette procedures will be enforced by use of hall monitors throughout the school.
* Teachers expected to daily greet their students in the classroom at 9:10am, and will drop off and pickup their students at lunchtime.
* Classroom adjustments were made. Two Kindergarten para-professionals were temporarily moved to assist those select 1st grade classes which lost their 1st grade teachers. The remaining two Kindergarten para -professionals will temporarily rotate their work between the 4 Kindergarten classes.
* Ms. Yancey will meet students in the morning between 900am to 11:00am, and from 2:30pm to 3:30 pm. She will be available to parents in the intervening hours by appointment only.

## Sheila Jackson

* Involved the PTA community in an interactive team building and engagement activity. We were asked to work at tables and shared our hopes, fears, suggestions, and commitments for DKFI school with our partners at our table.The goal of her creative thinking and dialogue exercise is to develop a shared vision for DKFI and craft a shared mission for the future of our school.
* Since the other presentations ran long, the engagement activity was cut short to address the many questions raised by parents. Parents requested that PGCPS school leaders send a written document that shares the steps of the 3-month, 6-month, and 2016 strategic plan for the DKFI transition with the parents. In addition, parental requests were made that DKFI administration to provide a specific letter for the newly adopted Kindergarten and 1st grade homework protocols. Both requests were agreed upon by Clara Yancey and Helen Coley.

## Next Meeting

* Wednesday, December 9, 2015 at 7:00pm.
* Motion to adjourn was made at 8:55pm and was passed unanimously.