

Minutes
Helen J. Stewart School
School Organizational Team Meeting
April 21, 2020

Meeting called to order at 6:45 am by LaTara Parker, quorum present.

Members Present:

LaTara Parker, Chair
Terry Spieker, Vice Chair
Valerie Brown, Member
Donna Tumpney, Member
Dr. Patricia Schultz, Principal

Members Absent:

Paul Rogers, Community Member

Approval of minutes from February 11, 2020: Approved

New Agenda Items:

- **CELEBRATIONS:** Terry is celebrating that we are all still here, breathing, and doing well. Dr. Patti discussed the deployment of iPads to families. It was successful and many families came and picked up an iPad. LaTara discussed when she picked up an iPad with Zariya she loved seeing her light up when she saw the school and staff outside with signs. She was excited to get her iPad from school. LaTara also is celebrating the birth of her grandson on April 6th.
- **PROCESS TO COLLECT INFORMATION:** Dr. Patti informed the team that we do not need to file a vote for a support staff member on the team, it is open and a support staff member can join at any time. The question was posed with what have other schools done. Dr. Patti was not sure but suggest a Google survey for traits and skillsets to help Dr. Deanna formulate questions from. The survey could be sent to all staff and families virtually. For community input it could be posted on the school website. Terry wants to ensure support staff get their opinion heard. Valerie mentioned all staff has been checking e-mail more with current situation we're facing. Dr. Patti informed team that all staff is communicating daily and teachers are checking in with their team daily. Valerie has researched different leadership styles and suggested we create questions from different styles. Terry volunteered to create a Google survey from list of questions we create, looking at a format of 5-10 questions of what is important to you with multiple choice and open ended. Valerie likes the idea of open ended so we can see why things are important. Valerie asked if Google surveys show results. Dr. Patti informed team the results are shown live so you can see results at any time. Dr. Patti suggested we create a timeline and keep any questions posed to the team until the survey is finalized and pushed out. Donna suggested we have a week to pose questions and share with team by April 28th. Terry said he could put together the survey by April 30th/May 1st and get it out to staff first and then families. Donna asked if we could create two identical surveys so we could have staff and family data separate. Dr. Patti said we can do that and Valerie said we can push survey out to everyone at same time. Donna suggested we commit to coming up with 5

questions and email them to everyone on the team by April 28th so we can have a pool of questions to pick from. Dr. Patti suggested we keep survey short, user friendly, and a total of 2-3 minutes to complete. Valerie let team know she knows the staff will be participating because people have been coming up to her with a list of questions and traits they want to see before we were out of school. Dr. Patti let team know that the climate and culture of Helen J. Stewart is such that everyone will feel like their voice has been heard. It was decided we would email questions by April 28th and we would pick 10. This will be done electronically within email, no need to meet. If anyone poses a question, we will reach out to that individual for clarification. Dr. Patti reviewed we will have questions by next Tuesday and Terry will create survey to be pushed out for Friday, May 1st. Donna suggested we wait until Monday, May 4th so no one lets the email get lost over the weekend and forgets to fill it out. Dr. Patti agrees and she can send out announcements before the survey comes so parents know it is coming. We can have survey live from May 4th through May 8th and then we come back together on May 12th and synthesize results to send to Dr. Deanna. Terry asked if teachers can have a reminder to complete the survey in their Google Classrooms. Dr. Patti suggested reaching families by paper correspondence as well. Terry brought up concern with families possibly doing it online and sending in paper survey. Valerie suggested each teacher give names of families to Dr. Patti with those we know have limited internet access. Dr. Patti reviewed that we will do all the questions electronically and not meet again until May 12th.

General Discussion:

- AGENDA PLANNING: We will synthesize results from Google survey at next meeting.

Information:

- Next Meeting: May 12, 2020

Public Comment:

- No public comment

Meeting adjourned at 7:23 am by LaTara Parker.