

Group/Committee		PDC Members			
List of Participants to Notify/Remind		PDC Members			
Meeting Date	1/21/10	Start Time	2:45 PM	End Time	3:45 PM
Purpose	<ul style="list-style-type: none"> • Give/hear updates from the mini-committees • Discuss the new agenda • Address concerns from the community 				
Desired Outcome	<ul style="list-style-type: none"> • Plan next steps based on action item updates 				
Participants Should Bring	An update from their action item (see below if you forgot your action item)				
Participants should do/read in advance of meeting	Rest up ☺				

Facilitator	Lisa
Time Keeper	Meg
Note Taker	Heather

Agenda Items	Time	Intent/Discuss/Decide	Person Responsible	Outcome
Concerns from the community	10	Discuss any concerns or feedback from the community	All	Complaints from the older kids that they dislike the lunch recess. New morning recess opportunities may help to improve things. Other thoughts or ideas are welcomed. Survey of those classes of what might be a good idea for recess activity? Quiet room in room 203 for crafts or reading.
New and improved agenda and notes	5	Discuss the purpose of the new agenda and notes	Lisa	All professional development and meetings at school we are using this format to increase purpose and efficiency of the meeting. This will be used from now on for PDC. Heather will take notes and those will be posted on the PTSA website as well as on the new and improved district website.
Love & Logic update	5	Give an update on this family education series	Heather	Wednesdays for 8 weeks. About 30 people now, and it is free of charge. Childcare is provided.
Action item updates	40	<p>Discuss action items</p> <p>-Heather: preparing your child for Kindergarten, student retention (1c), demographic information (1d)</p> <p>-Julie: preparing your child for middle school (1e)</p> <p>-Lisa: building PDC web presence (2c)</p>	Heather, Julie, Lisa, Michelle, and any others	<p>Preparing for Kindergarten:</p> <ul style="list-style-type: none"> • Talked to Deborah Duitch • Got a summary of information to get ready for kindergarten • Send the form to registered families • Meet and greet format again this year • Amy Day will organize the parent contact information • Heather @ next meeting share middle of the year data <p>Preparing for Middle School:</p> <ul style="list-style-type: none"> • Scheduling a meeting with Maria @

		<p>-Michelle: PTSA update?</p> <p>-Lisa: PDC name tags</p> <p>-Anyone else with an update to share will share at this time</p>		<p>Chinook</p> <ul style="list-style-type: none"> • Students that have gone to middle school come back to answer questions • Better preparing kids (Link Leaders) • WEB program- come in the spring, find out who your web is, with 8th grade mentors. Come back day before school starts, and get with a group and do carnival... <p>Newsletters/Soundbites:</p> <ul style="list-style-type: none"> • 30 more weeks for tips • Surprise that the students are being tested for the math. Steve Blatt for information for this year. Link between the math and the science. • Launch a section in the newsletter first week in February. Kim will send out a calendar and launch information (volunteer information?) • Transitions from week to week. • MSP • Kim to email Heather about this topic <p>Logo/Nametag:</p> <ul style="list-style-type: none"> • Leslie Barry will modify what we currently have • Communication, connection, community, program enhancements • Lisa will compile ideas for the three words. Then vote on them. • Will be presented at next meeting <p>Volunteer Hours:</p> <ul style="list-style-type: none"> • Karin compiled hours by surveying teachers • 5550 hours of in class • ? PTSA/PDC • ? Event • ? Year round program • ? VIBES • To present to the community, use percentages, equivalent to people per day, cost of those hours, etc. • Additional info next meeting
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- (1) Gather information, analyze data, and make recommendations to enhance school program.
 - a. **Heather** Review WASL or equivalent test results annually, identify gaps, achievement gaps, recommend program enhancements
 - b. **Tricia** (work with Marie) Attain minimum 60% participation in annual community survey
 - c. **Heather** Review student retention rates, evaluate trends, recommend program enhancements
 - d. **Heather** Review demographic information, propose programs to support all community needs.
 - e. **Lisa & Julie** Review research on proven effectiveness in establishing middle school and preschool preparation in the elementary years, identify opportunities, and communicate existing programs of interest.
- (2) Communicate information to and from community to build common understanding
 - a. **Kim** Include PDC “soundbits” via Enatai weekly news (WASL information?, Rtl at Enatai, relationship between PDC and PTSA)
 - b. **Sandy** Hold at least THREE PDC family education nights on relevant topics (Love & Logic)
 - c. **Lisa & Heather** Build web presence with monthly meeting minutes and relevant shared information
 - d. **Michelle** Participate in PTSA monthly meetings and annual budget planning
- (3) Strengthen the connection between school and community
 - a. **Karin & Kim** Volunteer Hours – loose structure around volunteer time
 - b. **PDC** Gain 100% participation of families in at least one school event during 2009-2010
 - c. **Lisa** Build PDC Brand with name tags, photos, and program details
 - d. **Sandy** PARENT EDUCATION – transitions, Love & Logic, training and educating around Rtl
 - e. **PDC** Support PTSA programs with Board & General meeting attendance & participation