

GORMAN FORT BANKS SCHOOL SITE COUNCIL

February 14, 2019 MINUTES

Attendees: Jenn Dobbins (Co-Chair/Parent Rep.), Meredith Condon (Teacher Rep.), Thomas Darcy (Parent Rep.), Crystal DeMayo (Teacher Rep.), Kelli Gaynor (Parent Rep.), Richard Lawton (Community Rep.), Taylor Murphy (Teacher Rep.), Andrea O'Leary (Assistant Principal)

I. Approval of January 2019 Minutes

- Site Council reviewed and approved minutes from the January 2019 meeting.

II. Review of 2019 budget and budget process

- Mrs. O'Leary and Mrs. Pearson reviewed the budget process and how the process is different this year.
- Each grade level/specialist/support staff were given forms to fill out for budget request and were asked to rank their request in order of need.
- Mrs. Pearson will then submit the budget, receive feedback and if needed decide where things should be scaled back.
- The council asked clarifying questions about the process and the differences between different budgets (i.e. building based vs special education)

III. Surveys

- The council discussed paper surveys vs online surveys and brainstormed ways to effectively survey both staff and parents. Traditionally teachers have taken their survey as an exit ticket from staff meeting which ensures participation. Parent surveys have been given both electronically and via paper and have mixed participation.
- We discussed using a link on the website to a survey. There are several things we need from an online survey:
 - Anonymity
 - Auto tabulation
 - Ability to capture dialogue/short response in some fashion.

IV. Next Meeting

- We will look at different parent survey formats
- We will have reviewed some questions and will come prepared with some suggestions.
- We will do a budget update.

Minutes taken by Jennifer Dobbins

