

SCC Meeting Summary
Meeting held: 2/8/24 5:30-6:35 pm
Summary drafted 2/9/24 by Karin Biggs


Notes from discussion of this document with HoS and Trustees Chair attached as comments.

Agenda can be found [here](#)


Attendance: 34+

Atmosphere: meeting was collaborative and respectful with significant discussion. Thank you to all who came!

Point 1: Town Hall debrief

- **Action item: re-establishment of SCC**
 - Status: Done!
- **Action item: establish regular meetings with parent/board**
 - Status: in progress
- **Action item: establish regular meetings with parent/admin**
 - Status: in progress
- **Action item: board review of petition**
 - Status: scheduled (on docket for 2/9 meeting)
- *Question: what is minimum enrollment for PCM to be a financially viable school?*
 - For remainder of 2023-2024 year? 
 - For 2024-2025?
 - Beyond?

Point 2: Fundraising

- *Question: how can families get involved in fundraising?*
- *Question: how can families get involved in grant efforts?*
- Note: There are 3 donors choose campaigns currently focused on providing Chromebooks to PCM classrooms.
 - If Chromebooks are not feasible: what alternative options exist? (I recognize these are short-term solutions, but we have to think outside the box sometimes).
 - Can we solicit donations from families of older laptops?
 - Can we buy used laptops from WSU surplus?
 - **Action item: encourage collaboration so that families are not forced to feel like they are choosing one classroom over another**
 - **Action item: Properly advertise campaigns - social media, shareable links, Parent Square posts and follow-ups** 

Point 3: Communication

- Parents feel like school communication is inconsistent and unclear
 - **Action item: develop clearer communication plan**
 - For SCC: developed Parent Square group, new email (PullmanSCC@gmail.com)
 - Will provide as much advance notice as possible, with reminder on day-of

- For Board: unknown
- For Admin: unknown
- Parents find current communication cumbersome
 - **Recommended action item: prioritize brevity in communications. Consider additional training for communication skills or social media marketing to have clearer understanding of modern communication. The [WSU PACE](#) program includes several affordable options with discounts for non-profit organizations.**
 - **Recommended action item: Develop predictable communication cadence from HOS and classroom teachers. Recommended inclusions:**
 - **Brief overview of week on Monday**
 - **Reminder posts of important dates (ex: library, parent university, board meetings)**

Point 4: Staffing & Human Resources

- *Question: How does PCM pay compare to PSD and private schools?*
 - **Action item: determine PCM pay rate compared to PSD, Moscow schools, and local privates**
 - Status: unassigned
- *Question: How can we make PCM an attractive place to work?*
 - **Action item: undetermined**
- *Question: How can we maintain staff?*
 - Note: it takes more resources to hire than it does to maintain staff
 - **Action item: undetermined**
- *Question: How can HR and hiring processes be made more transparent?*
 - **Recommended action item: develop HR committee comprising HOS, at least 1 board member, and a rotation of staff. Develop and publish rubrics for candidate interviews. HR committee would responsible for participating in the interview process and makes recommendations to HOS for personnel decisions. Final say remains within purview of HOS.**
 - Note: this is a relatively small step that would go a long way in improving transparency from the perspective of families
- *Question: What are the policies regarding reimbursement of continuing education? How can these be communicated clearly and applied evenly?*
 - **Recommended action item: Review policies. If not clearly delineated, develop and implement policy. Clearly communicate policy to staff on a regular basis**
 - Note: Katie and Theo were specifically called out as valuable resources to the school and excellent educators. Supporting their continued growth should be considered a high priority
 - If school finances do not currently permit reimbursement or sponsorship, how can SCC work with admin to fundraise on behalf of valuable teachers?
- *Question: What local resources for staffing, interns, etc, are we under-utilizing?*

- **How** is our relationship with Montessori NW? Montana Montessori Teacher Education Institute?
- How is our relationship with the WSU education program?
- **Action item: strengthen ties with local education + Montessori communities.**
- **Recommended action item: Consider developing an internship program or service learning program with WSU. This would have the dual benefit of exposing new teachers to Montessori principles, as well as providing a pool of candidates eager to get hands-on time in the classroom.**

Point 5: Volunteering

- *Question: how can working parents volunteer outside of school hours:*
 - **Action item: Families want opportunities to help with background tasks outside of school hours. Develop system that allows us to tap into these volunteers.**
- *Question: how can we make volunteer needs more clear to families?*
 - **Recommended action items: Families would like to know more specifics about volunteer needs. For example:**
 - **Are (non-disruptive) younger siblings permitted at this volunteer opportunity**
 - **How urgent is this need?**
 - **Do you need a regular commitment or one-time?**
 - **Recommended action item: develop system to collect teacher volunteer needs on a regular basis so that they may be distributed**
 - Status: in progress. Has been added as an agenda item for bi-monthly all staff lunches
 - **Action item: Add Dawna to SCC Parent Square to communicate volunteer needs**
 - Status: done. Thank you!
- **Note:** several parents noted that including calls for volunteers in current newsletters gets lost because it is hard to find needs in a "wall of text". Many indicated that the volunteerism problem and the communication problem are closely linked - the solution will also be linked

Point 6: Community

- **Question:** *How can we have greater board presence in future town halls?*
 - **Recommended action item: We recognize the board's need to not have quorum at a town hall event, as well as the importance of not forcing decisions at an event designed primarily for listening. However, we encourage the board to consider alternate ways in which they can improve presence at future town hall meetings.**
 - **Recommended action item: Board members and HOS should hold regular "office hours" to promote communication and visibility in school community.**

- *Question: How can the SCC develop community among families, staff, and the public?*
 - **Action item: Dawna extended invitation to informal, unaffiliated play date at Terre View Park: Saturday 2/10 at 10 am**
 - **Action item: SCC intends to select a monthly date for informal dinner group at Lumberyard Food Hall (ex - 3rd Monday of the month).**
 - **Action item: determine informal forum for family connection (Facebook group? Other?)**
 - **Action item: end of school year event**

Follow up:

Next meeting: 2/22 5:30 pm

Plan: bi-weekly meetings, Thursdays at 5:30 for short term
Move to monthly meetings when SCC settles in

Future agenda items:

- Officers
- Bylaws
- Comprehensive teacher support and appreciation strategy
 - Near term
 - Long term
- Subcommittees
 - Volunteerism (Dawna)
 - Fundraising
 - Grants support (Elise)
 - Community outreach