

In attendance:

Tracey Learned, Nia Milman, Fran Taft, Catarina Anselmo, Nichole Collins, Melissa Coen, Sara Gaines, Michelle Slusarz, Lindsey Tavares, and Jody Tanzman

BPS Strategic Goals Supported by the SIT:

- **#2-Social Emotional Well Being**
- **#3-Collaborative Culture**
- **#4 Parent/Community Engagement**

Agenda:

- Selecting Meeting Time
- Review of Progress Towards Goal
- Development of Areas of Focus for the Team

Discussion:

- **The day and time works for the majority of the team, one member will join as they can.**
- **What is working at school?**
 - Students are following the expectations of COVID-19 and teachers are pleased with the progress.
 - Students are happy to be back in school.
 - Teachers are adapting to the new normal.
 - Art Kits and other resources
 - Contact chart for families
 - Consistent Communication
- **What are the challenges?**
 - Being able to move around the classroom, partner work, noise level with fans and doors open, hearing teacher and students.
 - Families unexpectedly doing Distance Learning and needing technology support.
- **Overall the culture improves daily as teachers get used to new routines and habits.**

What could help families and staff related to communication?

- Format of the Nayatt News-use searchable terms in case parents need to go back and find something.
- Tag information-"print this"
- Videos or screencasts to support information for parents who may prefer a tutorial.
- Create an "add to calendar" option so parents can click on and get reminders of events.
- Create a "cheat sheet", one pager with all necessary student login information that can be put on the refrigerator.
- PTO Contact Sheet, important events and reminders
- Lunch Ordering resource, short and helpful.

Next Steps:

- Tracey will work with Lindsey to see how to create a document in Aspen with logins and passwords needed for the year.
- Develop an Action Plan for the team to create other resources.
- Next Meeting-Wednesday, November 18th at 6 PM on Zoom