

**Parent Advisory Board Meeting Notes**

**Date: Tuesday, January 19, 2016**

**Time: 7:40am-8:30am**

**Location: Guidance Conference Room**

Parents Present: John and Kate Polhill, Carol Tevis, Dawne Erwin, Bonnie Crawford

* Introductions
  + Our meeting began with introductions. Each parent shared a brief description of his/her family as well as his/her experience with the parent advisory board.
* PAB Role Discussion
  + Within the introductions, some parents shared the role of the parent advisory board. Some of the services they have provided in the past were a faculty appreciation dinner during Open House and a senior breakfast in the week leading up to commencement.
* Scheduling Conversation
  + A great deal of time was spent discussing the scheduling timeline for this spring. Parents were apprised of important dates within the process and given some background on master scheduling methods to limit the number of conflicts for students.
  + Parents shared concerns regarding scheduling from past years. These included conflicts with band/chorus and concerns with STEM cohort scheduling.
  + Discussion was held regarding the timeline for schedule changes. Among the items discussed was the idea that students in courses that require summer work may be given an earlier scheduling change deadline than others to be sure that all students return to school with adequate time to prepare.
  + Parents were asked if an evening session to answer scheduling questions should be offered to parents after the eighth grade parent scheduling session that is being planned. They shared that as students enter their junior and senior years, there are more questions regarding scheduling. For this reason, they believed offering a time for questions from high school parents would be appropriate.
* Freshman Transition
  + One item that came up as a result of the scheduling night discussion was the lack of information shared with parents of eighth grade students prior to their transition to the high school in the past.
  + It was suggested that a freshman orientation be offered for both parents and students prior to the end of this school year to ensure that all families are aware of summer extra-curricular activities.
* Parent Communication
  + The updating of grades by teachers was discussed. While parents understand that grades cannot be updated daily, there was concern that some grades are not updated for weeks. Because the idea of the Parent Portal is to keep parents informed of grades, there was a request to have these grades posted more frequently.
  + The announcements on the website were also discussed. Parents requested that these be updated daily.
  + Some parents were not aware that they could sign up for alerts for each grade level through guidance.
* Additional Concerns
  + Additional items included math course sequencing, a potential Math Circle group in the future, and athletic coaching salaries.
* Next Meeting: February 17, 2016 at 7:40am
  + Among our agenda items will be a discussion of the course request tallies.
  + In addition, we will discuss the process of making up physical education classes.