

Superintendent's Parent Cabinet Meeting November 22, 2019

Cabinet Members:

Dr. Monique Mawhinney, Superintendent
Mrs. Jennifer Goldberg-Communications Coordinator
Ms. Megan Dieseroth-HS Parent Representative-**absent**
Ms. Paula Richards-HS Parent Representative-**absent**
Ms. Lyda Will-Hoover-MS Parent Representative-**absent**
Ms. Altoria May-MS Parent Representative
Ms. Missy Chambers-MS Parent Representative-**absent**
Ms. Tonya Screen-Elementary Parent Representative
Ms. Stephanie Orait-Elementary Parent Representative-**absent**
Ms. Angela Harrilla-Elementary Parent Representative-**absent**
Ms. Jessica Buckham-Early Childhood Parent Representative
Ms. Gretchen Brauch-Early Childhood Parent Representative

Agenda Items:

- **Establishment of a generic email address for parent input**
 - This will be the email address that parents use to send emails with concerns or issues to the parent cabinet members only
 - An automated reply will be generated, so that the members do not have to respond individually. The automated respond will read:
 - *Thank you for your very important email. The feedback you provide will be reviewed and discussed by the parent cabinet members during the next committee meeting. Please visit the district website to review all meeting minutes at: (add link that takes people directly to the site).*
 - Dr. Mawhinney met with Mr. Losk, IT Director, who is in the process of developing the generic email and automated response
- **Development of Informational Letter and Survey**
 - Once the survey is complete, an informational letter informing parents of the purpose of the Parent Cabinet Committee, along with the role of each parent member and future meeting dates, will be sent via regular mail to all parents with children in the district. In that letter, a hard copy of the survey will be available to complete, if they do not want to complete it online
- **Method available to send mass emails to parents**
 - Dr. Mawhinney will speak with the IT Director to see what options are available, if at all possible
- **Survey questions**
 - Those who attended developed the following survey questions:
 - **NAME**
 - **SCHOOL BUILDING YOUR CHILD/CHILDREN ATTEND (Select all that apply)**

- Highlands Early Childhood Center
 - Highlands Elementary School
 - Highlands Middle School
 - Highlands High School
- **WHAT THE DISTRICT DOES WELL (Select all that apply)**
 - Parent/Teacher Communication
 - Parent/Principal Communication
 - District/Parent Communication (website, mailings, auto call, calendar, etc._
 - Career & College Readiness
 - STEAM Education
 - Technology Integration
 - Community Involvement
- **AREAS THE DISTRICT NEEDS TO IMPROVE (Select all that apply)**
 - Parent/Teacher Communication
 - Parent/Principal Communication
 - District/Parent Communication (website, mailings, auto call, calendar, etc._
 - Career & College Readiness
 - STEAM Education
 - Technology Integration
- The members present at the meeting would like questions to be reviewed by all cabinet members for additional input. Changes may be made and questions may be added. We had to end the meeting due to time constraints, so we would like for other members to email additional questions or input on those listed above
- **Future meeting dates**
 - The group decided to keep Fridays as our meeting days. The following dates were established; if these dates and times do not work for any members who were absent, please let the group know by “replying all” to this email. Otherwise, please mark them in your calendar
 - **Friday, January 3, 2020 at 9:00 am** in the administration center
 - **Friday, February 7, 2020 at 9:00 am** in the administration center
 - **Friday, March 6, 2020 at 9:00 am** in the administration center
 - **APRIL DATE TBD**
 - **Friday, May 1, 202 at 9:00 am** in the administration center
 - Dr. Mawhinney did ask that members consider attending the School Board Planning meetings that take place on the 3rd Monday of each month in the HS library. This will be a great opportunity to hear the concerns of our community members during the public comment section of the meeting. It will also give each of you an idea of the topics/events taking place in the district.