



Windsor Elementary
School Advisory Council Meeting Minutes
September 19, 2023

Topic: Communication

Website

- Initial comments about the website
 - Would like to see teacher pictures on the website
 - DMPS is no longer allowed to do that. Parents appreciated that piece of information
 - Looks more Windsor specific than last year and families like that. They would like to see more Windsor specific pictures
- Reasons families access the website?
 - To read teacher bios/ look up their pictures
 - To contact teachers- get their email address
 - School menu
 - Looking for information about PAWS, specifically the meeting agendas or minutes
 - School calendar
 - It isn't the most user friendly
 - Last year it wasn't necessarily accurate
 - If you click on a specific date, the calendar to the right no longer matches the month- it's confusing
- Questions or additional comments about the website
 - Does it translate into other languages
 - Yes, but we aren't sure to what extent/how many different languages are available
 - Ideas for what should be included in the "About" section on the website
 - How many students, background of students, # of staff, various activities (21st Century, Battle of the Books, Castle singers, etc.), the history of the school, who it's comprised of (open enrollment, within district transfers), fun facts if any
 - Staff recognition form
 - Currently on the "contact" page and would like it to also be a quick link

Newsletter

- Initial comments about the newsletter
 - "it's great!"
 - Access it for the calendar, love the new "Principal's Message"
 - Love all the pictures



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- Things to consider adding to the newsletter
 - 21st Century highlight
 - Let families know when there is going to be an assembly or in general some specific things that are happening at the school so they can have more conversations with their students
 - Create a “student feature” section where a student gets to write a passage for the newsletter

SNAP and Infinite Campus Messenger

- Initial Comments
 - SNAP can be overwhelming when you have students in multiple schools
 - LOVE the texts through IC messenger.

Classroom Communication

- Initial Comments
 - It would be helpful to have some level of on-going communication from teachers at all levels
 - Some teachers have great consistent communication and would like all teachers to be held to a minimum
 - No communication until conferences feels like a long time, would like some information beforehand, especially if things aren't going well
 - Would like information on how to understand test scores (FAST, etc)
 - Students in interventions/IEPs- how do we know their progress and what interventions they are receiving.
 - Families hear a lot about extended core from their excited students! Could be helpful to have families hearing from extended core teachers as well, possible an extended core blip in the newsletter?
- Method of communication
 - Some teachers use various platforms, so when you have a lot of kids you never really know how to communicate
 - A “preferred method of communication” from teachers would be helpful

Handbook

The purpose of the handbook will be to help families have clear expectations about various things and be a resource for general knowledge about how the school functions. Seeking ideas on what sections should be in the handbook

- Dress code
- Cellphone policy



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- Assembly/ special events at the school (who is allowed, how it's decided, etc)
- Birthdays
- Behavior expectations and what happens when expectations aren't met
- Expected turnaround time for communication from teachers
- Volunteering at school

Additional Comments about Communication

- Create a staff directory that includes pictures, bios, contact information, and preferred method of communication
- Would love more activity on social media, especially for pictures and more day to day things so parents know what to talk with their kids about
- Conferences are way too short
- Resources on how to read test scores, what questions to ask at conferences, supplemental activities to support student learning at home
- Put the entire month's school menu on the website so parents can plan ahead
- Parent was never told that their child was receiving interventions
- Not sure what 21st Century even is. Would like more information regarding the program.

Next Meeting: October 17

Topic: Activities

- Types of activities available
- 21st Century information
- How students can volunteer during the day
- How to incorporate more student voice in offered activities