

SAC Meeting Notes: March 26<sup>th</sup>, 2013 @5:30

Present: Kim, Jessica, Brennan, Michelle

Action Items:

- ⊗ “How to Guide” : Surveys returned and DDD tomorrow, Kim compiling the information and will talk with Jessica Mangual about how this can be bound and then distribute home to families.
- ⊗ Family Date Night: May 3, 4:30-6:00 K-8 event, academic scavenger hunt by academy

**What needs to happen next?**

1. Ticket into Jessica for pizza, salad, drinks, paper goods and flyers to sign up for the event (done by Kim already)
2. Ok with Robin about date and time (done by Kim already)
3. Michelle create sample scavenger hunt for me to attach to school wide email to staff about the event (due Monday 4-1-13)
4. Talk to HOS at housekeeping mtg. about talking with their academies about creating the scavenger hunt sheet: 15 questions total, parents/kids answer 10 out of the 15 to turn in for prize, and about staff staying that night to help with the event
5. Will need tables set up for check points (talk with Robin and input ticket as the date gets closer)

**What do we need for the event?**

1. Prizes (cash for \$5 donation from families, itunes gift cards, gas gift cards, grocery store gift cards, movie tickets)
2. Food (pizza, salad, chips, drink)
3. Paper goods
4. Golf pencils
5. Rule/guidelines for hunt, open rooms, etc...
6. Scavenger hunt sheets, 1 per academy, must answer 10 of the 15 questions to enter the drawing
7. Checkpoints
8. Flyers
9. Raffle tix for 50/50 raffle
10. Mailed invitations for parents who have NOT yet attended and event this year
11. Grade level appropriate math problems on the boards of the opened classrooms to answer as part of the scavenger hunt (MCAS practice)

**Who is involved so far?**

Kim, Chuck, Brennan, Michelle, Jess Kato, Chrissy, Cheryl.

Will need many other staff to stay for this event and assist with the scavenger hunt, socialize with parents, run the 50/50 raffle, man the checkpoints, distribute food in rooms. I will email the staff once the sample scavenger hunt is complete, and ask for support with this event and the HOS will communicate the expectation for the teachers in creating the hunt sheets.

- ⊗ Future ideas: Uniform swap, coffee club for parents whose students are attending an afterschool activity, Friday envelopes for communications, home language lists for homeroom teachers so they know what language to write home in agendas or classroom notices. The office knows but they don't, what's up with the all-call system? Can we make a delay in the message or have it repeat? (Josh working on it)