Suggestion Committee Meeting
Tuesday, April 22, 2014
Time: 6:00 p.m.
Location: Pine Forge Elementary School

Meeting Minutes

Board members in attendance: Mrs. Usavage, Mrs. Dennin, Ms. Neiman, and Mr. Landino
Administration in attendance: Dr. Faidley, Mr. Scoboria, and Mr. Miller
BASD staff in attendance: None
Members of the Public: 2

Everyone recited the Pledge of Allegiance to the Flag and observed a moment of silence.

There were no previous minutes to approve.

Public Comment
There were no public comments.

Presentation and Discussion
Mrs. Usavage reviewed the 5 goals of the suggestion committee as stated in policy 8130:
•   Review suggestions and gather additional information if needed.
•   Review all suggestions submitted through the suggestions boxes in each building.
•   Acknowledge receipt of the suggestions.
•   Review recommendations with Board.
•   Review procedures on how to collect and analyze suggestions.

Mr. Miller began by discussing a new procedure with the idea of soliciting more feedback and increasing communication. He is proposing the launch of a new web tool starting with the 2014-2015 school year. The tool will be on the Boyertown Area School District website and was developed using Google Docs, with the help of Scott Major, BASD IT Manager. This tool would provide online submission of feedback: positive, negative, questions or suggestions. This data would be tracked and analyzed, then summarized and shared with the committee.

Mr. Miller then shared the process of using this web tool. There will be a link on the BASD website where someone can click to retrieve directions along with the online forms. There are two online forms available. The first form is for inquiries, comments and positive feedback. The second form is for unresolved concerns. The parent would choose which form is appropriate based on the message they would like to send us. They would complete and submit the form online. An automated response message will be sent back to the parent as a thank you along

with a timeline of response in 1-3 school days. The parent cannot respond back to the automated response. On the form there is an option to choose which building or department the feedback in intended for. Based on the details submitted, a message will be forwarded to the appropriate administrator. The administrator needs to respond within 1-3 school days. All the data received from the forms will be automatically put into spreadsheets for analysis. The spreadsheets would then be summarized and shared with the suggestion committee. Mr. Miller provided a demonstration of submitting the forms online. Test emails were sent to the administrators based on the data submitted.

Committee Comment
•Can we consider the option of combining the two forms into one and adding a drop down option for the reason?
•How would someone submit anonymously? There are concerns with the reliability of anonymous tips. The administration would handle anonymous requests discreetly.
•Will there be a way to incorporate data received through emails and suggestion boxes in the buildings, not submitted through the web tool? Mr. Miller shared that we could explore the option of having a paper form available and have someone input the data into the web tool.
•Committee feels this is a great tool to increase communication. It provides parents with another option rather than calling or emailing the school.
•What is the timeline? Mr. Miller shared that the web tool would be available in mid to late August. We would communicate this new tool through newsletters sent home to parents and a press release.
•The next committee meeting would be in Fall 2014 to touch base on how things are going. Another meeting would be scheduled once some data is received.

Public Comment
Ruth Dierolf would like to discuss the topic of suggestion boxes. She asked if the existing boxes were gone. She felt the suggestion boxes were provided in each building to provide ideas on saving money. Administration shared that the existing suggestion boxes are not being eliminated and will continue to function as they have. Administration shared that they would review the procedures of the suggestion boxes with the leadership team and ask the principals to remind the staff of their availability.

Announcements
April 29, 2014 Community Forum Meeting, Education Center – Board Room, 9:00 a.m.
              Finance Committee Meeting, Education Center – Board Room, 6:00 p.m.
              Curriculum Committee Meeting, Education Center – Board Room, 7:00 p.m.
May 13, 2014 Policy Review Committee Meeting, Education Center – Board Room, 5:30 p.m.
              Board of School Directors, Education Center – Board Room, 7:00 p.m.
May 20, 2014 Finance Committee Meeting, Education Center – Board Room, 6:00 p.m.

Mrs. Usavage adjourned the meeting at 6:45 p.m.