

## South Suburban Montessori Education Committee

Meeting Minutes  
February 12, 2015  
3:30pm  
SSMS Library

Attendees: Amy Mackie-Barr (Chair), Marie Marzich, Pete Smith, Alina Kirilescu, Heather Gerheim-Gladden, Meagan Call, Andrea Bachman, Sean Fleming, Sandy McGuire, Lauren Collins, Candice Champion, Jaime Rathod, others???

1. Pete Smith requested to give overview of the Vision Subcommittee, as he had to leave early.
  - a. The vision Subcommittee is looking for members who would be interested in sitting on the sub committee.
  - b. Meetings are scheduled for 2/24/15, 3/10/15 and 3/24/15.
2. Meeting called to order by Amy Mackie-Barr.
3. Prior meeting minutes reviewed and approved.
4. Education Committee Mandate reviewed, changes made and approved.
5. Subcommittee reports:
  - a. Vision report moved to meeting start.
  - b. The Parent Education subcommittee is first focusing on communication between the school and the parent community. The committee will be requesting a meeting with the teachers to gain an understanding of what types of communication teachers are currently using.
  - c. The Marketing subcommittee has several ideas for internal and external marketing.
    - Internal marketing overlaps heavily with Parent Education. Amy will schedule a meeting including the Marketing and Parent Education subcommittees.
    - External ideas include promoting open houses with flyers around the community and moving a Coffee with the Head of School to the library and opening it up to the general community.
  - d. The Extracurricular Subcommittee will be sending out a survey to gather information on what families want. The Subcommittee will be considering current specials, afterschool program opportunities and summer program opportunities.
  - e. The Placement subcommittee will be researching education for families at each transition level, ie. Children's House to Lower El , Upper El to Middle School, Middle School to High school, etc. Some ideas the subcommittee is considering are

use of alumni and putting together a resource library with information about other schools.

6. The Committee discussed placing a "Spotlight" article in the Head of School News letter. The first article will be from the Parent Education subcommittee and the following will be from the Marketing subcommittee.