

Emerson Elementary Site Council Meeting



Meeting Date	Tuesday, October 15, 2019 at 5 P.M.	
Meeting Location	Emerson Media Center	
Meeting Objective	To set reasonable goals for communication improvements for Emerson School. To set reasonable goals for increased parent involvement for Emerson School.	
Members	Roles	
Principal – Nicholas Lodato - absent Danielle Makhee – 7 th Grade Student (<i>as needed</i>) - present Mel Tepayac – Parent Angeline Makhee – Parent - present Claire Nickell – Parent - present Alicia Vink – Parent - present Bernadette Duguay – Social Worker - present Dana Ramos – IEIS – present – present Leanne Abushar – Teacher - present Zelatrice Fowler – Teacher - present Rebecca Glenn – Teacher - present	Claire Nickell – Chairperson Dana Ramos – Secretary Bernadette Duguay – Timekeeper Mel Tepayac – Communications Chair	
Previous Member Tasks: Change bylaws – Claire, put bylaws on school website – Dana, Parent comment link – Claire, post on website, Dana, PTO elections/nominations – School Admin		
Agenda Items	Allotted Time	Responsible Person(s)
Call to Order	1 min	Claire Nickell
Review previous meeting minutes	5 mins	Dana Ramos
Principal Report	5 mins Finding a way to communicate the successes and the process for intervention. – how can we do this schoolwide. List of skills.	Nicholas Lodato
Community Comment - Pick up procedure	10 mins More people walking up to the walk up area than there has been. It seems much less chaotic. Parents come a little later so that parents do not have to wait. It seems like its longer. But I have no issue with that.	

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	It's a tad slower, but it's a lot safer.	
PTO Progress Update and Support <ul style="list-style-type: none"> • PTO Leaders • First meeting? • How can school/site council support? 	<p>10 mins</p> <p>PTO is established the Friday of fall break.</p> <p>Alicia is working on contacting the PTO chairpersons.</p>	<ul style="list-style-type: none"> - Alicia needs a school calendar w/ events in the past. (Angie will make a list and send to site council) - Need a teacher email list (Dana) - Need bank information (Lodato, Roxana?). - Need set a date/time for transfer of bank info. (Lodato and Vink)
Communication Goal <ul style="list-style-type: none"> • Establish an area of need or improvement • Establish a realistic goal 	<p>15 minutes</p> <p>Improve communication – email list.</p> <p>Create an email list – utilize Breakdown in communication. Regular communication is wanted.</p> <p>How are all the ways we communicate?</p> <p>How can we use social media.</p>	<p>Mel will create a timeline for communication for newsletter and create a sample smore newsletter.</p> <p>Zel will look at social media – school facebook page.</p>
Parent Engagement <ul style="list-style-type: none"> • Establish an area of need or improvement 	<p>We need to hammer out communication before we discuss parent engagement.</p> <p>We can discuss parent engagement on the 5th – getting an idea of what parent engagement we may like.</p>	<p>All Members</p>
Close Meeting	<p>1 minutes</p>	<p>Claire Nickell</p>