

**Bacich Elementary Site Council
Meeting Minutes
September 09, 2019**

Attendees

Sally Peck, Principal, co-Chair
Christina Chan, Parent
Annalyn Chargualaf-Peluso, Parent
Holly Myers, Parent
Estelle Dick, Parent
Chelsea Murawski, Parent
Marty Ross, Teacher
Katy Colwell, Teacher
Eileen Braff, Teacher
Eric Schafer, Parent
Scott Hershman, Parent
Amy Bornstein, Parent, co-Chair
Lissette Fernandez-Hilson, Parent
Katie Stern, Teacher
Farah Maisonneuve, Teacher
Elizabeth Peterson, Teacher

Intros & Housekeeping

- Mrs Peck will bring 3-5 binders next meeting for new members.
- Thank you to Amy for stepping up to be Site Council co-Chair.

Site Council Norms

- Amy passed out the site council norms to all attendees, reviewed them and asked if anyone wanted to change anything in the current norms. No objections. Mrs. Peck explained that our school board, 504/IAP meetings and all grade-level meetings also start by reading through norms before each meeting begins. Current norms were approved for this year.

Approval of Minutes

- Committee formally approved the minutes of the last Site Council meeting held at the end of the 2018-2019 school year.

Characteristics of an Effective School Site Council

- Mrs Peck handed out the Characteristics of an Effective School Site Council worksheet and encouraged everyone in this meeting to share information with other parents and bring concerns into this meeting.

Bacich School Site Council Bylaws

- Printed copies given to all attendees and asked to review and bring any concerns to next meeting.

Code of Conduct in Bacich Parent School Handbook

- Mrs Peck handed out copies of the Parent Handbook to all attendees and called attention to the Code of Character on page 10. Section added by previous Site Council is approved as-is.
- Christina asked how the parent handbook communicated to parents? Mrs Peck explained that it is posted on the website, communicated in the first newsletter and by teachers, verbally, to parents when appropriate.
- Larger discussion around wearable electronics by kids. Which, according to the handbook, is not allowed during school hours.
- Estelle suggested that it would be helpful for teachers to send link to parents with JUST the parent handbook so increase readership. Mrs Peck agreed to take action on that.
- Scott noted that “Be Kind” on the new carline vests. We can have impact on campus. Nice touch and great example of site council effectiveness.

Safety

- New School Picture Vendor: Dorian. They will be here 1 day and the kids walk away with new ID cards that will be used in the new Tag/Ticket system (see discussion on this below).
- New Gates: Gates will lock every day at 8:30. And we have to start to follow better rules on letting people in by opening the gates from within. We need to improve the gates themselves b/c they don't close automatically yet. They are still adjusting the gates around campus.
- Fab: Only works on McCallister gate and records usage.
- Cameras: Being installed on campus as well. Eric: What will the cameras be monitoring? MrsPeck: All of campus, even at night. Eileen: Where will cameras be? MrsPeck: Professional have evaluated and created a site plan. Marty: Kids using the campus on weekends to skateboard and bike in quite area. Camerals will be helpful to monitor after-hours as well.
- Raptor: System is being evaluated and will be being used and should be installed soon.
- End of Day Process: MrsPeck will work with everyone on the kindergarten team to adjust practices with the dismissal process.
- Weekends and after hours: gates are open b/c we are community campus.
- Fence: Will look into the fact that some of the side classrooms don't have a fence. These are adjustments that are still being made.
- Sign-in At Office: Imperative that all parents sign-in so we always know who's on our campus. Especially in the event of an emergency.
- Cyber Security: Scott asked what our approach is for dealing with hostage situation from an IT perspective? Is our system protected/backed up? What is our cyber security process?

Focus for Site Council in 2019-2020

- Safety: We are going to focus on safety this year. We need your voice and help on how we are going to put processes and policies in place. We'll come back to this topic in the coming meetings.
- Liz is retiring this year. Finding a replacement for Liz is a big job. If there is anyone who wants to be a part of the process, please let MrsPeck know.
- Our School Board will be revisiting the LCAP/Strategic plan. LCAP provides direction for the school and school district. Example: Spanish. Meeting to discuss Spanish on campus will be on Oct 17&18th. Let Amy know if you are interested in attending. Note: Viva Espanol aren't credentialed so they can't teach during public school hours.

Tag and Ticket System

- Annalyn and Farah provided an update on the Tag and Ticket System.
- The aspect of safety that they have been focusing on is the student release system we use in an evacuation. Farah explained briefly how the Tag and Ticket system works in 3 easy steps: Grab a ticket, get your id checked, get your child. The goal is to make the process as smooth and painless and seamless as possible. And expediting the process is key. Dorian will be bringing student IDs for all kids at Bacich. This provides faster attendance, medical alerts, way finding and immediate identification by safety personnel, parents and teachers.
- AMY: Who mans the help deck and is their a non-english speaker? Command center with MPeck and there will be about 8 additional members of staff that will be part of the command center and will be front-facing - this includes multi-language people.
- Drill from last year: biggest take away from the drill was signage. We needed more and more refined signage. That has been fixed.
- Katy - Send out an email to parents that explain what kids of emergency contacts are useful.
- Let's get site council's help in making the tickets. Amy and Scott will coordinate Wednesday – Friday help for site council members this week. MrsPeck offered to use conference room. Wednesday afternoon/Thursday after drop off. Office will be open. Volunteers come to the office to stuff tags. Coordinating with Kista after that to put in the ID cards.

New Quite Playground vs Garden Area

- Holly: Why aren't kids playing the garden? MsPeck: The garden was opened as a response for a quitter place for kids to play. Now that we have the quite play space, we've taken our staff that used to monitoring the garden and moved them to the quite space instead. It's a resource issue. Holly: Can we get parents to volunteer? MsPeck and Holly will organize.
- Marty spoke on behalf of our kids: the new quiet area is amazing and the kids love it. But it's not exactly the creative space that was originally conceived. Over time, adjustments had to be made based on construction, budget, etc. - which is completely understandable. But, is there a solution for what used to take place in the garden area?

- MrsPeck: Understood, but the garden area also came with its challenges. That said, something to consider moving forward.

Agenda Recommendations for Next Site Council Meeting

- Internet down today: Have Farah and Annalyn come back to show Tag/Ticket video that we didn't get to see.
- IT Presentation. Cyber Security overview – including Aeries.