**SSC Meeting Minutes**

September 21, 2017  
3:20 – 4:15

Members Present: Jennifer McMahon, Cher Situm, Mary Beth Wettig, Laura Lewis, Michelle Tontz, Karen Kastigar, Gene Pirogovsky, Barbara Jones

3:20 – Jennifer – Meeting called or order. Welcome and greet everyone present.  
 Jennifer asked members to introduce themselves.  
 Members signed the attendance list and signed up for “Snack”.  
 By Laws were passed out along with Roberts Rules of Order – there are no changes currently on the By Laws. Email Jennifer if you think of something that should be addressed or changed. Roberts Rules of Order are up to date for the 17/18 year. Tips were added to the procedures for orderly conduct and fairness at meetings. Let Jennifer know if you believe there should be ammendments.

3:30 – Barbara Reviewed notes for Cher in her absence.  
 1) Welcome Toby Silvestri as the Art Instructor for this school year   
 2) Staff Development days  
 3) Tech Plan  
 4) Enrollment

3:40 – Cher joined the meeting  
 5) Attendance rates for all schools – Sycamore is right in the middle   
 (18 schools lower / 17 schools higher). 100% attendance certificates will be given at the end   
 of the school year. We are celebrating students that arrive on time to school. We do not   
 want to be punitive for tardy when the parents are in control of getting the child here on   
 time. Encourage families to take vacations during school days off – and be at school on   
 instructional days. $64.79 per child/day  
 $31,799 per month  
 Encourage parents to report truthful reason for absence. – ill, trip, grandpa’s funeral,   
 holiday days, etc.

6) Restorative Practices – due to District concerns and nationwide issues, we are encouraged to   
 participate in restorative practices. This circle time – gather in a circle – share something   
 positive or encouraging. These circle times are great for opening a meeting / closing a   
 meeting or during a class to bring a cohesive group together. They can be used to address an   
 issue or problem, story-telling, praise, appreciation, etc. Great for team building for students   
 and or staff. Education is “Key” for everyone – power and success.   
 At this time Cher went around the circle and had everyone in attendance say one   
 thing they are hoping their student will succeed or improve in this year.

7) Emergency Management – Cher shared the positions and duties assigned to the staff for the   
 Emergency Management Plan. Drills – Fire Drill (monthly), Shelter In Place - Chemical Spill-   
 (annually), Intruder Drill – (annually), Earthquake Drill (annually).  
 Parents – Opt In for notifications – text to join. Students must be released to parents or   
 someone listed on the emergency card for emergency contact ONLY. We have the right to   
 as for ID of the person picking up the student. Master HVAC and P.G.&E. shut off is   
 located in the fenced unit by the kinder/kids country playground. Cher and the custodians   
 have been trained. Classrooms each have a walkie talkie to communicate with the office.   
 The office has a “Red” phone to communicate with the district office.   
 The Safety Plan will be updated and motion will be presented to approve the Plan.

8) Cher Thanked the members for being part of the Site Council committee to support our students and staff.

4:10 – Jennifer asked for comments and questions. She thanked everyone for coming to the meeting.

4:15 – Meeting was adjourned.