

22-4 SSC Meeting Minutes
March 9, 2023
4:00pm – 4:34pm

Members Present: Trish Kawahara, Ed Pan, Janine Koeltl, Tori Johnson, Lisa Matejka, Matt Hoffman, Nate McCormack, and Barbara Jones

Members Not Present: Brandon Graff, Brittney Page

Others Present: Alison Stracke

Others Not Present: Erin Meyer

4:03 – Meeting called to order: Ed

Meeting called to order. Ed Welcomed everyone.
Ed reviewed the agenda and basic guidelines.

4:04 - Attendance: Barbara

Barbara took attendance and confirmed those present.

4:04 - Minutes Review - Ed

Ed mentioned that the minutes from our last meeting in February had been shared for review. Ed asked if there were any questions. Ed called for a motion to approve the minutes from the February 9th meeting. Matt motioned to approve. Nate 2nd the motion. All in favor approved the minutes. The February 9th minutes will be posted to the website by Barbara.

4:05 – Safety Plan: Trish

Trish shared that the safety plan was sent to the Site Council Members for review and reminded them that this document is not for public view at this time. The template is 112 pages and very dense. The school site does not have the ability to edit most of the Safety Plan document from the District Office. The D.O. inputs most of the information into the template. The school site can add staff names to keep it current.

The D.O. is working with an outside agency to revise the template. We would like to see Incident Command more user friendly.

The Site Council needs to approve the current template.

Any Questions?

Ed - Who (what school sites) gets an Asst. Principal?

Trish - the magic number is approx. 600 students at a school site or a school with SDC classrooms. Therefore, we lean into our staff to help since we do not have an Asst. Principal.

Alison - Closed Campus - Yes

Trish - Walkie Talkie Radios are coming soon to all classrooms.

Cameras are a work in process and will be installed as soon as available.

SE - Social Emotional is ongoing - Calm Corners and zones of regulation are newer.

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Ed - Motion to approve the School Safety Plan. Nate motioned and Janine 2nd the motion. All in favor - Yes - All approved the SSP.

Trish - Other information - Our school has a Safety Plan Handbook. This is an unofficial document with guidelines and information for staff to follow in the event of an emergency. It is currently out of date. Staff name, etc. need to be updated.

The Town of Danville and the I Love You agency may have some proposed changes for our Handbook.

Trish has asked Brandon Graff to review the Handbook and would like to also invite Nate McCormack to review and help with the Handbook. Both of these School Site Council members are experts in this field. Brandon and Nate will review the Handbook and suggest revisions and training for the staff roles and assignments. Then we can actually hold a staff drill. Anyone who would like to join Brandon and Nate on this review committee please email Trish.

Alison Stracke has volunteered to join the review committee.

Question: Can parents attend safety drills on campus?

Answer: No, parents will not be invited to attend the monthly safety drills on campus.

Question: Can we have a parent night to review campus drills?

Answer: Yes, we can have a parent ed night to inform parents about the various drills that are conducted on campus each month.

Question: Are the new cameras going to have live feed or will they be recordings.

Answer: Yes - Live Feed and Yes Recordings stored for up to 1 year. We will have 12 cameras, possibly 2 more = installation is pending.

4:20 - By-Laws: Ed

Review of Bi-Laws for School Site Council

Rules for Public Comment. This will be after the roll call of attendance on the agenda. Time limit for public comment should be stated in the By-Laws

Current Board = Can they run again for office if we do not have enough people to fill the open member slots. Term is currently 2 years for each member.

Proposal - Limit of 3-5 minutes for each person speaking on Public Comment section.

Nate motioned to add a 3 minute limit for Public Comment per person. Matt 2nd the motion.

All in favor of the 3 minute limit added to the By-Laws - Yes - Approved.

Matt motioned for members to be allowed to be re-elected to be added to the By-Laws. Nate 2nd the motion.

All approved to add the re-election clause to the By-Laws - if we do not have enough members on the ballot, then outgoing members can be re-elected after their 2 year term. Yes - Approved.

We will have a deadline in the late spring for nominations and bios to be submitted for the new members so we can hopefully vote on the new board members before the end of the school year.

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Alison recommended that we publish more information regarding to what School Site Council is and how parents can be involved. SSC should be promoted more. Ed has a few people who may be interested in joining.

Barbara will update the By-Laws and send them to members for review. Trish will help with verbiage.

4:30 - Questions/Comments: Ed

Ed asked if there were further questions or comments - None

4:32 - Ed proposed meeting to be adjourned

Matt motioned to adjourn the meeting. Nate 2nd the motion to adjourn the meeting. All in favor - Yes = all agreed

4:34 - Meeting Adjourned.

Next Meeting: TBD
