

**Halecrest Elementary School
School Site Council Meeting Minutes
Thursday, April 20, 2017**

1. **Call to order:** Amber Roehm called the meeting to order at 3:36 p.m.
2. **Roll call:**– **Members Present:** Amber MacDonald administrator, Habril Gamboa parent, Amber Roehm parent, Aaron Flores, parent, Myriam Loya certificated, Christine Borrero certificated, Michelle Capetanakis certificated.

Members absent: Mrs. Udu classified, Brenda Christensen classified.

3. **Minutes of the previous meeting:** - 1/26/17 and 3/8/17 - Amber Roehm approved. Myriam Loya seconded.

4. **Motion to approve agenda:** Amber Roehm motioned to approve. Habril Gamboa seconded.

5. **Elections, Positions, Attendance-** No elections now. Next year, elections will be held as soon as possible-first week. Two weeks for elections. Amber Roehm, Aaron Flores, Habril Gamboa, Christine Borrero, Myriam Loya, are completing their two-year terms this year.

6. **Budget to close out 2016-2017 -**

Reviewed and approved budget. Question raised about Halecrest purchasing T-shirts this year. Angie confirmed that site funds (\$2100) were used in the beginning of the year to purchase shirts. She later did an expenditure transfer from the Gift Account to replenish Site Funds. PTA still owes \$2100, which will be returned to the Gift Account. Miss MacDonald will meet with Mrs. Torres next week to follow-up on the balance due and the reflection in the PTA budget.

Question raised about Gift Account: What is it? Where does the money come from? What is it used for? Why does it not appear on the budget? Miss Mac Donald will follow up and share info at next meeting. *Answer: The gift account is separate from our three main funding sources - Site Funds, LCAP Funds, and Title I Funds. The gift*

account is donations that have been made in the past to the school. It is an account that can carry over from year to year. The budget that is submitted to Site Council does not have the Gift Account listed because it is not a part of the accounts that the Site Council approves or disapproves on a yearly basis.

Mr. Flores would like the school to consider allocating more money toward sports programs/equipment, etc. next year.

7. Parent Involvement Policy - Reviewed and approved. Home-School Compact will be attached to Parent Involvement Policy and will be included in the BOY paperwork next school year.

8. Parent Handbook - Miss Mac Donald gave sections of the handbook was given to various staff to review update. Suggestions were made to include updates on cell phone policy, sports calendar, and academic/behavior expectations for sports participation. Miss Mac Donald will bring draft to next SSC meeting.

9. Safety Plan: Two trainings. Had to complete walkthrough and internal and external hazard identifications. Miss Mac Donald will email more specific info to staff. Some issues that were brought up include:

- Bookshelves in back corners of classrooms, rolling easel being too close to student desks. Miss Mac Donald will contact specific teachers.
- External-fences-bend back top
- Drainage grate - work order placed.
- Front gate-wide space between gate and wall. Rudy Valdez-gaps larger than four inches-can be blocked. Work order placed.
- Lack of visibility from principal's office and from attendance office. Will install bubble mirror.
- Need walkie talkies - for safety patrol and noon duty - Miss Mac Donald ordered.

Comprehensive safety plan-

Items in emergency shed reviewed. Medical suitcase by attendance desk. We need to add batteries and megaphones.

Item for safety committee-giant water barrels. Classroom emergency kits will be restocked at end of year.

Art teacher and librarian-need emergency kits.

Looking at enclosing TK building. Door from quad to office will now be locked. Previous proposal was to enclose TK PLUS drop-off loop (Fence through the middle lot). This was denied. Miss Mac Donald will resubmit proposal for just TK fence. She is looking at different types of fences. Will submit a different proposal for drop-off loop at a later time.

Communication walkie talkies ordered. Will look into sound system and backup communication system.

Will provide staff training next year on emergency response roles and emergency procedures. Will also provide training on SEL-restorative justice.

10. CELDT/ELPAC-This fall will be last administration of CELDT. Next year- ELPAC in spring.

11. ELAC - Ernesto Villanueva-shared Thought Exchange-37 people participated- parents teachers--Miss Mac Donald will post to website.

We reclassified-15 students this year. They will be recognized on April 28.

Cv public library-three branches. Miss Mac Donald shared many resources that the library provides. BOY-all kinder and first grade in district will get library cards.

12. Oral Communications:

Hanover survey-starts today until May 12. Staff, Students in grade 4th-6th, and Parents will complete the survey.

Dates-

- Student Teacher recognition today.
- Jogathon tomorrow.
- Art Night next Wednesday, April 26 - art from all students will be in MPR. Free event - raffle prizes.
- Administrator Service Professional Day next Wednesday (Mrs. Edrozo and Mrs. Picazo will be honored).
- Teacher Appreciation/Staff Appreciation week of May 1.

CAASPP-starts week of May 1.

CAASPP - Make up testing-May 22
LM starts Monday, April 24.
Folk Dance Festival - May 24
Multicultural Fair 5/18
Volunteer Tea 5/19

Sixth graders recognized for Optimist Awards, CAFE Award, and Mason's Award.

13. Agenda for next meeting:

Parent handbook - Draft.

Budget - Question raised about Gift Account: What is it? Where does the money come from? What is it used for? Why does it not appear on the budget? Miss Mac Donald will follow up and share info at next meeting. *answer: The gift account is separate from our three main funding sources - Site Funds, LCAP Funds, and Title I Funds. The gift account is donations that have been made in the past to the school. It is an account that can carry over from year to year. The budget that is submitted to Site Council does not have the Gift Account listed because it is not a part of the accounts that the Site Council approves or disapproves on a yearly basis.*

14. Meeting adjourned – Myriam Loya motioned at 4:54 p.m. Michelle Capetanakis seconded.