

ECS Building Council
Approved Meeting Minutes

Date and Time: 2/6/20

Location: VECS

Roles:

Facilitator: Melissa Goho/Dorothy DiAngelo

Minute Taker: Kim Dieter

Time Keeper: Erin Kelley

Members Present: Dorothy DiAngelo, Kim Dieter, Jennifer Eveleigh, Allison Fricano, Jane Gallina, Melissa Goho, Rachel Hucko, Erin Kelley, Katie McCarthy, Mike Musselman

#	Topic/Subject	Person Responsible (if not all)	Time Allotted	Purpose/ Proposed Action				
				For Info	Work Session	Make Recommendation	Assign Task	Make a Decision
Opening								
1	Welcome/Call to Order	Minutes approved from 1/9/20						
2	Approve minutes of prior mtg dated:							
3	Review Agenda							
Guest(s) (if any)								
Old Business-For Discussion								
New Business								
	Intervention Manual	Continuing current work. Separated social stories from interventions within the behavior folder. Reached out to Emily Schosek for visuals and resources that all students and staff are familiar with to continue support with social emotional skills.						
	Building Resources	Created document for substitute teachers to be handed when they first arrive at building. Want to provide guest teachers key information such as: where to access adult bathrooms, playground guidelines, how to use the phones, fire evacuation and how to interact with our students appropriately. Will make edits and finalize document to begin sharing with substitute teachers by next week. Recommendation was made to include building-wide codes such as what does it mean to "check the hallway." Looking into purchasing additional street signs and will take survey of current teachers about implementing culture of character street signs within building. Will work with Dave Henderson to create a color-coded building map to highlight key locations.						
	Student Pick-Up							

		Will continue to look into options to have a parent pick up sign near Pre-K wing.	
Closing			
11	Review Assigned Tasks (Action Items)	Next Meeting: 3/5/20 Facilitator: Jen Eveleigh Time Keeper: Allison Fricano	Minute Taker: Melissa Goho
12	Set agenda and roles for next mtg.		

Future Meeting Dates	Facilitator	Minute Taker	Time Keeper
3/5/20	Jen Eveleigh	Melissa Goho	Allison Fricano
4/16/20	Erin Kelley	Allison Fricano	Kim Dieter
5/21/20	Mike Musselman	Dorothy DiAngelo	Rachel Hucko
6/11/20	Jane Gallina	Kim Dieter	Mike Musselman