

ECS Building Council
Approved Meeting Minutes

Date and Time: 10/1/19

Location: VECS

Roles:

Facilitator: Dorothy DiAngelo

Minute Taker: Melissa Goho

Time Keeper: Kim Dieter

Members Present: Dorothy DiAngelo, Kim Dieter, Jennifer Eveleigh, Allison Fricano, Jane Gallina, Melissa Goho, Kirra Guard, 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 Recommen-dation	Assign Task	Make a Decision
Opening								
1	Welcome/Call to Order							
2	Approve minutes of prior mtg dated:							
3	Review Agenda							
Guest(s) (if any)								
Old Business-For Discussion								
New Business								
	Building Council 2019-2020 Goals Discussion			<u>Prioritized list of whole group Building Council goals</u>				
				<ol style="list-style-type: none"> 1. Parent pick-up 2. Explore special events 3. Electronic progress reports 4. Buddy opportunities (first gather information from coordinator meetings) 				
				<u>Subcommittees goals</u>				
				<ol style="list-style-type: none"> 1. Building Resources (Substitute teacher resources and Building map) – facilitated by Erin Kelley <ul style="list-style-type: none"> • Dorothy DiAngelo, Kim Dieter, Jane Gallina, Mike Musselman 2. Intervention Manual – facilitated by Allison Fricano <ul style="list-style-type: none"> • Jen Eveleigh, Allison Fricano, Melissa Goho, Kirra Guard, Rachel Hucko, Katie McCarthy 				
	Parent Pick-Ups							

		<p>Reviewed current parent pick-up process and reasons for changes from cafeteria</p> <p>Discussed current cons –</p> <ul style="list-style-type: none"> • doors may not be able to open at 2:55 because all kids not down there • congestion in the hallway if parents aren't lined up against the wall • parents don't understand process if haven't done pick-up before • directions were confusing because Room numbers/locations were unfamiliar to parents • congestion on the sidewalk • difficult to walk from ECS to VPS <p><u>Improvements Brainstormed</u></p> <ul style="list-style-type: none"> • Permanent parent pick-up sign (with direction to back doorway) • Painting yellow and blue feet/prints on sidewalk to notate parent/student path vs. students to buses path • Resend parent directions with greater details about door to enter/exit, room locations, need to line up on the wall, clarify why doors open late • Potential video that could be on our website • Clear directions for parents to visibly refer to when entering building
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Closing		
11	Review Assigned Tasks (Action Items)	Next Meeting: 11/8/19 @ 7:45 AM Facilitator: Allison Fricano Time Keeper: Jane Gallina Minute Taker: Jen Eveleigh
12	Set agenda and roles for next mtg.	

Future Meeting Dates	Facilitator	Minute Taker	Time Keeper
11/8/19	Allison Fricano	Jen Eveleigh	Jane Gallina
12/12/19	Kim Dieter	Erin Kelley	Rachel Hucko
1/9/20	Mike Musselman	Dorothy DiAngelo	Jen Eveleigh
2/6/20	Melissa Goho	Kim Dieter	Erin Kelley
3/5/20	Jen Eveleigh	Melissa Goho	Allison Fricano

<i>4/16/20</i>	<i>Erin Kelley</i>	<i>Allison Fricano</i>	<i>Kim Dieter</i>
<i>5/21/20</i>	<i>Mike Musselman</i>	<i>Dorothy DiAngelo</i>	<i>Rachel Hucko</i>
<i>6/11/20</i>	<i>Jane Gallina</i>	<i>Kim Dieter</i>	<i>Mike Musselman</i>