

ECS Building Council
Approved Meeting Minutes

Date and Time: 11/8/19

Location: VECS

Roles:

Facilitator: Allison Fricano

Minute Taker: Jen Eveleigh

Time Keeper: Jane Gallina

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 Recommendation	Assign Task	Make a Decision
Opening								
1	Welcome/Call to Order	Minutes: suggested adding the members in each sub-committee. Melissa agreed to add the members Minutes approved with addition of members						
2	Approve minutes of prior mtg dated:							
3	Review Agenda							
Guest(s) (if any)		-None-						
Old Business-For Discussion								
New Business								
	Building Resources	Focus on sub-sheets which includes Responsive Classroom and building protocols. Will be creating the map of our building and increasing reader friendliness. Adding color coding, improving legibility and eventually making the document available on our website.						
	Interventions Manuals	Looked through work from last year. Printed "following directions" part of manual. Transitioned to the Google Drive folder and creating consistent formatting. Divided some of the tasks for homework between sessions. Also looking to ask for involvement from math and ELA.						

	<p>Whole Group Building Council Goals</p>	<p>Parent Pick-Up: Addressing adding a map for parents to view upon arrival to clarify pick-up. Jane agreed to assist Melissa with this task. Discussed parents choosing to pick students up daily.</p> <p>Sign for parents with directions for pick-up: Melissa and Dorothy will address with Chris Marshall. Will post directions at entries and add to the Teacher Newsletter Reminders: ask teachers to add reminder regarding pick-up protocol, including reminders to have ID and reminding parents to provide instruction to the adults who they have pick-up their student when they or their typical pick-up adult is unable to. Suggested contacting PTSA for volunteers for helping direct traffic while parents are learning the protocols.</p>
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Closing		
<p>1 1</p>	<p>Review Assigned Tasks (Action Items)</p>	<p>Next Meeting: Facilitator: Time Keeper:</p> <p style="text-align: right;">Minute Taker:</p>
<p>1 2</p>	<p>Set agenda and roles for next mtg.</p>	

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