

**ECS Building Council**  
*Approved Meeting Minutes*

Date and Time: 12/7/20

Location: VECS

Roles:

Facilitator: Melissa Goho

Minute Taker: Beth Swartz

Time Keeper: Melissa McCarthy

Members Present: Jennifer Eveleigh, Allison Fricano, Melissa Goho, Katie McCarthy, Beth Swartz, Elizabeth Mitchell, Bobbie Dardano, Colleen Saar, Marissa Smith

#	Topic/Subject	Person Responsible (if not all)	Time Allotted	Purpose/ Proposed Action				
				For Info	Work Session	Make Recommendation	Assign Task	Make a Decision
<b>Opening</b>								
1	Welcome/Call to Order	<b>Agree on previous minutes. Katie in agreement, seconded by Bobbie and Allison</b>						
2	Approve minutes of prior mtg dated:							
3	Review Agenda							
<b>Guest(s) (if any)</b>								
<b>Old Business-For Discussion</b>								
<b>New Business</b>								
		<p><u>Began conversation on the three main goals</u></p> <p>screen time, differentiated activities, help with focus and attending, help parents learn how to teach, identify important work versus extra work, desire for essential goals/benchmarks for the week</p>						

**100% virtual feedback**

Pre-k - provide more games, no live learning, set of daily tasks, less screen time

K/1 - zoom sessions and how they are structured, hands on work, material organization, later material pick up option, goals of work and how to teach it, how to structure days, google classroom more organized, easier way to upload assignments, how kids are evaluated/assessed.

Considerations discussed:

1. This is what you can do if your child is struggling with x,y,z (resource information, videos)
2. Provide Progression of writing process so parents understand how to build good writing strategies and techniques.
3. Coaches corner
4. Assessment plans and identify how to check in with students.
5. Virtual drop in help session? Guide through zoom and shared screen explanation for help navigating virtual platforms.
6. Tech department videos on how to access - posted where? versus a big zoom or chat room (might feel uncomfortable for parents), tech page in google classroom

**Communication**

opposite opinions of posting things in google classroom stream vs parent email.

better communication/not more

**Website**

1. put school link on front page, forms, descriptive byline archived past info together, book fair example, access to library, main web page blue/gold calendar
2. parent discussion board
3. grade level info on website
4. food website difficult

**Resources Used**

1. Parent email
2. Google classroom
3. Principal newsletter
4. District website
5. ECS Parent Questions google document

Survey is the preferred way to collect information verbalized by parents.

3 Areas identified as focus points for Building Council this year to address parent needs:

1. update ECS webpage
2. coaches corner for how to teach
3. increase technology support, videos

Additional Discussion Pieces:

Objectives and materials on the google classroom in the future, providing more materials for VLS work (ex - writing paper)

Consider providing a learning pack of home materials that will be sent back at the end of the school year (dice, cards, writing paper)

		<p>Counseling - social emotional continue to come home via video; responsive classroom information focusing on play &amp; social skills</p> <p>Look at other districts websites for ideas - potentially a Parent Resources tab, tabs by grade level, archived information (ex: principals letters) on website</p> <p>Use of a visual prior to zoom link in google classroom to increase student independence in accessing</p> <p>Calendar - currently imbedded in Covid information may not be as accessible there - consider placing in a Parent Resources section</p>
<b>Closing</b>		
11	Review Assigned Tasks (Action Items)	<p><b>Next Meeting:</b> January 7, 2021</p> <p><b>Facilitator:</b> Allison Fricano      <b>Minute Taker:</b> Katie McCarthy</p> <p><b>Time Keeper:</b> Elizabeth Mitchell</p>
12	Set agenda and roles for next mtg.	