



# Washington STEAM Multilingual Academy

School Site Council Meeting

2021-2022

Malone Shannon, Principal  
Michael Dunlavey, Assistant Principal

1505 N Marengo Ave,  
Pasadena, CA 91103  
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Malone Shannon, Chair  
Jonathan Durfee, Vice Chair  
Cassandra Nevarez, Secretary  
Laurel Nelissen, DAC Rep

## MINUTES

September 13, 2021

Meetings are being held virtually and recorded.

### Attendance

*Shannon Malone, Tracy Gaestel, Jonathan Durfee, Laurel Nelissen, Violeta Santacruz, Carla Nardoni (guest), Cassadran Nevarez, and Jackie Field.*

1. **Welcome / Call to Order:** 3:17pm
  - a. Quorum: 7/10 members present. We have quorum. 1 guest in attendance.
2. **Reading and Approval of Agenda:** *Malone, Chair*
3. **Reading and Approval of May 2021 Minutes:**

Minutes from May 2021 not available for this meeting. It will be sent out to members for the purpose of reviewing them and approving them at the October Meeting.
4. **New Business:**
  - a. **New Membership:** All attendees introduced themselves and stated their roles on School Site Council.
  - b. **Calendar of Meeting for the 2021-2022 school year:** The meeting dates were presented. They fall on the second Monday of every month at 3:15pm. Gaestel and Field expressed that they will not be present at every meeting. Gaestel motioned to approve the Calendar of Meeting dates. Field seconded. All in favor. Motion carried.
  - c. **Election of officers:** Malone asked for members to fill the office positions of Chairperson, Vice-chairperson, and Secretary. Malone will fulfill the role of chairperson. Durfee will fulfill the role of Vice-chairperson. Nevarez will fulfill the role of secretary. Field motioned to approve the officer positions. Gaestel seconded. All in favor. Motion carried. Mrs. Nelissen volunteered to be our DAC representative.
  - d. **Parent Engagement Goals:** Malone stated the two main parent engagement goals.
    - i. Increasing Parent Portal access to 70% of families this year. - Suggestions were made about student/parent education around Parent Portal/Aeires and its relation to Canvas. Nelissen suggested lifted some of the load off of our Community Assistant by educating the students during Advisory class on how to check grades. We also discussed making short videos for parents to

*Next SSC Meeting*

*Monday, October 11, 2021 @ 3:15 p.m.*



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help with explaining parent portal/Aeires and how to use it. Nardoni reminded us that the district has videos on their website that we may be able to use or send out to families. Malone suggested that next week would be a good time to send out a reminder about Parent Portal since report cards will be going out soon. Nelissen suggested that we can use Advisory grade to encourage more Parent Portal use.

- ii. Creating a Site Special Education Parent Advisory Committee. - We have a goal of creating a parent committee for the parents of our SpEd students in order to empower them to learn how to advocate for their students. Malone will be working with two staff members on this goal. Santacruz indicated that she is interested in being a part of the Sped Parent Advisory Committee team.

- e. **Bylaws:** Malone stated that copies of the bylaws will be sent to all members along with the newly approved calendar of meeting dates and a copy of the School Site Plan.

5. **Open Forum:** Gaestel asked if volunteers are allowed on campus. Malone stated that volunteers' presence on campuses is being reconsidered at this time. It is possible that soon volunteers will be allowed on campus again, but not at this time. Field asked about wrap-around service providers' access to the campus. Malone answered that service providers from community partners are allowed on campus at this time, as long as they follow COVID protocols.

6. **Adjournment:** Field motioned to adjourn at 4:00 p.m. Nevarez seconded. All in favor. Motion carried.

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*Monday, October 11, 2021 @ 3:15 p.m.*