



## School Site Council (SSC)

Agenda/Minutes  
Chelsea Public Schools

**School Name:** John Silber Early Learning Center

**Principal:** Margo DiBiasio

<b>Meeting Date:</b> 10/23/25	<b>Meeting Location:</b> John Silber Early Learning Center
<b>Starting Time:</b> 8:51 AM	<b>Ending Time:</b> 9:50 AM

**Participants:** All staff, parents and elected SSC members invited.

Item/Time Limit	Actions Requested	Person Responsible
1. Call to Order (1 minute)		<b>Chair</b> Meeting called to order by Margo DiBiasio
<b>Comments/Parent Advice</b>		
2. Roll Call (1 minute)		<b>Secretary</b> Roll Call – Margo DiBiasio  <b>The following SSC members were present:</b> Margo DiBiasio, Krishell Ventura, Hillary Paul Metcalf, Lori Loussedes, Joanna Glennon, Tracy Podol, Silvia Mancina, Nahomy Turcios, Rosmey Hernandez  <b>Absent:</b> Vilma Rojas-Lopez, Delmy Mejia Perez, Katie Laundre
<b>Comments/Parent Advice</b>		

3. Additions/Changes to Agenda (1min)		N/A	Chair
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Comments/Parent Advice			
4. Reading and Approval of Minutes (3 min.)		Minutes Approved	Secretary
Comments/Parent Advice			
5. Elections (12min.)	*Not Applicable	<p>The following <b>staff voting members</b> were elected by school-wide staff to represent them in decision-making and voting:</p> <ul style="list-style-type: none"> <li>• <b>Joanna Glennon</b> – Pre-K Teacher</li> <li>• <b>Tracy Podol</b> – Kindergarten Teacher</li> <li>• <b>Katie Laundre</b> – Social Worker</li> <li>• <b>Lori Loussedes</b> – Union Representative</li> </ul> <p>The following <b>parent voting members</b> were elected by families/guardians through a Google Form sent via ParentSquare to represent them in decision-making and voting:</p> <ul style="list-style-type: none"> <li>• <b>Hillary Metcalf</b></li> <li>• <b>Vilma Rojas</b></li> <li>• <b>Nahomy Turcios</b></li> </ul>	

		<p>The school site council will be broken down to officers and each will have a responsibility of the following:</p> <ul style="list-style-type: none"> <li>• Co-Chairperson - helping to plan, run, and represent the council effectively, while ensuring collaboration between school staff, parents, and administration.</li> <li>• Treasure - Responsible for keeping accurate records of the School Site Council's budget and expenditures, providing financial updates during meetings, and ensuring all funds are used according to approved plans and district guidelines.</li> <li>• Secretary - Responsible for recording meeting minutes, maintaining attendance and records, and distributing agendas and minutes to all members to ensure clear communication and documentation of School Site Council activities.</li> </ul> <p>Voted by School Site council members the following people will represent each category</p> <p>Co-Chair - Hillary Metcalf</p> <p>Treasure - Vilma Rojas</p> <p>Secretary - Nahomy Turcios</p>
<p align="center"><b>Comments/Parent Advice</b></p> <p align="center">N/A</p>		
<p><b>6. Run Drill (10min)</b></p>	<p><b>*Not Applicable</b></p>	<ul style="list-style-type: none"> <li>○ Margo - The Run Drill will take place on November 3rd. This is where staff members will evacuate the building and some of the building will go to Quigley Park and the other half will go down Shurtleff street where now we will not walk all the way down but instead have the police department block off the street for the practice drill.</li> <li>○ Once everyone is out of the building we have a coding system with checking in to make sure each teacher has their students</li> </ul> <p>Red = missing student(s)</p> <p>Yellow = missing some (this means a child may be</p>

		<p>with a support staff for small groups, etc)</p> <p>Green = All students present</p>
<p align="center"><b>Comments/Parent Advice</b></p> <p><b>Hillary - Do staff members/employees wear vests that indicate who works in the building?</b></p> <p>“All staff members wear Red Vests with “Chelsea Public Schools” name on them, emergency red bags which carry first aid kits plus the yellow emergency student cards.”</p>		

**\*Under the Open Meeting Law, no action related to public comment may be acted upon at the meeting. Issues raised at the meeting may be scheduled for another SSC meeting, as approved by the council. Public comment is generally limited to two minutes per person.**

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<p><b>7. Open House Feedback (15min)</b></p>	<p><b>*Not Applicable</b></p>	<p>Margo: Our Trust Visits and Family Night events throughout the year are consistently well attended. However, one parent event where I would like to see higher participation is Open House.. I’ve been meeting with teachers to better understand why some classrooms have stronger turnout than others and to identify where the disconnect may be. We recognize that, given current challenges in our city, many families may be hesitant to leave their homes after work. Still, even in past years, Open House has consistently been our lowest family engagement event, and I’d like us to explore ways to improve participation moving forward. I’d like to hear</p>
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		<p>from you all what some glitches might be. Out of our grade levels here at the ELC, our first grade teachers have the highest participation and we understand it's because first grade is more academically important for families but overall, the first grade teachers we see have a 1:1 connection/communication with families that make them come in with any after school or during school time event participation.</p>
<p align="center"><b>Comments/Parent Advice</b></p> <p align="center"><b>Nahomy:</b></p> <p>Time may be a factor. When my daughter attended CAPIC, and after speaking with another parent from that school who now attends the ELC, we thought about the possibility of holding an Open House during the daytime. This would allow families to visit classrooms and see the curriculum in action.</p> <p align="center"><b>Hillary:</b></p> <p>Providing a one-pager overview of curriculum information beforehand could help families come prepared with questions, rather than receiving a large amount of new information all at once during the event.</p> <p align="center"><b>Kim:</b></p> <p>One idea discussed by the leadership team is to combine Open House and a Family Night —allowing families to first learn about their child's classroom and curriculum, then enjoy an engaging activity with their child afterward.</p> <p align="center"><b>Margo:</b></p> <p>These are all great ideas we'll bring back to our School leadership team to explore further. We may also consider sending out a questionnaire to families ahead of time to learn what would encourage greater participation. Our goal is to increase family engagement and help families feel excited to come learn about their child's classroom and curriculum. While Trust Visits offer valuable 1:1 connections, we want to strengthen our group engagement opportunities as well.</p>		
<b>8. Enrollment (12min)</b>		<p>Margo - This year, our enrollment is 10 Students lower compared to last October. Our School Superintendent considers both student enrollment and staffing when determining budget adjustments for the following school year.</p>
<p align="center"><b>Comments/Parent Advice</b></p> <p>Even though enrollment might appear strong at our school, this is not the case across the district. Our city does not always do a good job of showcasing the strengths and opportunities that Chelsea Public Schools offer. Sharing these stories and helping families understand the quality programming available would make a significant impact.</p> <ul style="list-style-type: none"> <li>Talking about how each school is unique and how it operates could help families feel confident staying, rather than transferring after the ELC.</li> </ul>		

- Highlighting success stories from Chelsea alumni would show families that transferring to Brooks, Excel, or Pioneer Charter Schools is not necessary.
- Inviting families into the schools would give them a firsthand view of the great things our students are accomplishing.

“This year I heard alone, 15 students transferred to Brooks Charter Schools, illustrating the need to better communicate the value of our programs.”

<b>11. Issues/concerns /comments (5min)</b>	<b>*Not Applicable</b>	<ul style="list-style-type: none"> <li>○ <b>Open House Parent Survey – Review data on family participation.</b></li> <li>○ <b>School Site Council Year Dates – Approve and share the scheduled meeting dates for the year.</b></li> <li>○ <b>Parent Voting Members – Send families a visual overview of who the Parent Voting Members are and what they represent/responsibilities at the school.</b></li> </ul>
<b>9. Adjournment (1 min.)</b>		<p style="text-align: center;"><b>Chair</b></p> <p>Motion to adjourn meeting by Margo DiBiasio at 9:50AM. Motion seconded by Krishell Ventura. All in favor. No objections. Meeting adjourned at 9:50 AM</p>

Prepared By: Krishell Ventura  
Date: 10/27/25