**Orchard School SSC/ELAC Meeting Minutes**

***April 1, 2021/El 1 de abril, 2021***

***5:00 pm – Virtual (online)Meeting***

1. Welcome

The meeting was called to order at 5:00 p.m

1. Roll Call

**Parent and community members included**: Robin Roemer, Clemence Tiradon,

Renee Lo, Monica Galindo-Dass,

**Elected staff members included**:  Becky Hartley, Laurie Lee, Jennifer Kaye, Marie Roberts, Chris Anderson

 ~ Leslie Vanzee volunteered and was unanimously elected to fill the 5th parent position

 **Others present**: Clelia Mayorga, Melissa Jostedt, Lynn Limqueco, Hailey

1. Approval of Minutes from March 18, 2021

 unanimously approved

1. Review of the by-laws

 ~ Ms. Lee found a copy of the by-law document approved in 2018 for committee to

 Review.

 ~ By-laws use the LCAP (Local Control and Accountability) as the SPSA (Single Plan

 for Student Achievement)

 -Marie will look into whether or not this is allowed

  **Composition**

 ~ We do meet the criteria of 5 school employees and 5 parent/community members

 ~ Middle School representation - Ms. Lee will ask Ms. McCarthy to reach out to

 students regarding joining the SSC next year and/or giving a presentation of MS

 activities this year.

 **Officers**

 ~ agreed to keep 2-year terms

 ~ add emailing to secretary duties

 ~ discussed NO transfer of membership – new member elected by group they represent

 **Sub- committees**

 ~ discussed examples, such as a group working on bringing in more parents so all

 voices can be heard

 ~ sub committees could be formed for anything we feel is important or something we

 want more information about.

 **Meetings**

 ~ Meet monthly on the 4th Thursday at 5:00 (unless otherwise specified)

 ~ Could add more meetings but not less

 ~ Regarding meeting locations, we discussed adding language about virtual meetings

 but meetings must be accessible to all and not everyone has a computer. We could

 possibly do hybrid meetings but only if state approved.

 ~ Notice of Meetings shall always be posted 72 hours in advance at school site, but the

 section regarding other methods needs to be changed because we don’t currently have

 an automated phone system. Should read, “ in the following ways when available …”

 Same change should be made to Meetings Open to Public section.

 We will vote to accept the by-laws at the next meeting.

1. Review Safety Plan - Tabled until next meeting

 ~ started working on it last year but still unfinished / still concerns to be addressed

 ~ need a system to contact parents and also get alternative pickup permission

 ~ Robin volunteered to find others safety plans and research state requirements. He

 requested that we email him any of our ideas or other information. He will prepare

 something for the next meeting.

~ Hailey shared how much she liked the detailed Emergency Bags that Kinder teachers

 had parents send to class for lockdowns and other emergency situations. We discussed

 possibly getting other grade levels to do the same kind of thing.

1. Reports

 No principal report at this time

1. Announcements

~ PTA : coming up – 4/14 possible date for Pizza California fundraiser.

 Spelling Bee Medals are being distributed

 In May, Teacher Appreciation Event – Miss Sheila in charge

1. Public Input

~ Clemence brought up concerns for social-emotional needs of returning students.

 Melissa will share a video from Sanford Harmony SEL program (add to agenda)

~ Hailey inquired about Charcot Project. Robin said that it looks like we stopped it –

 more info to come in a month or so.

1. Adjournment

 meeting ended at 6:36 p.m.