

**Orchard School SSC/ELAC Meeting Minutes**  
*April 29, 2021*  
*5:00 pm – Virtual (online) Meeting*

1. Welcome: The meeting was called to order at 5:04 p.m
  
2. Roll Call
  - a. Parent and community members included: Robin Roemer, Clemence Tiradon,
  - b. Renee Lo, Monica Galindo-Dass, Leslie VanZee
  
  - c. Elected staff members: Becky Hartley, Laurie Lee, Jennifer Kaye, Marie Roberts, Chris Anderson
  - d. Middle School Student Representatives: Chelsea Maciel, Aimee Marshall and Zoya

Others present: Ben English (parent)
  
3. Approval of Minutes from April 1<sup>st</sup> - unanimously approved
  
4. Review of the by-laws
  - a. The changes discussed at the April 1<sup>st</sup> meeting still need to be corrected in the by-laws and then converted from a PDF to a Word document
  - b. We will vote to accept the by-laws at the next meeting.
  
5. Review Safety Plan -
  - a. Discussed:
    - Need to bring the document up to date / modernized
    - General Command Structure – who is in charge of what / flowchart
    - Quick Reference Guide
    - National Standard for Structure of Plan
    - Robin researched & shared many areas of concerns/things needing clarification, etc and volunteered to share his resources with committee
    - Training/Practice for staff
  - b. SSC's role is only to approve the Safety Committee's Plan and/or make recommendations for changes they should make
  - c. Student, Chelsea Macias, brought up safety needs for social media (bullying and other threats)
  - d. Outcomes:
    - Ms. Roberts will speak to Jenina about when the Safety Committee will reconvene
    - Perhaps, for now, the Safety Committee can create a single page document/chart to send to back to us (SSC) to approve
  
6. Reports

- a. Ms. Roberts reported that approximately 60 students return to campus for 4/28 for 90 minutes of small group instruction.
  - b. Orchard School Board will begin the search for a new superintendent for 2021-2022.
  - c. In person, whole class NWEA testing for 3<sup>rd</sup> – 8<sup>th</sup> graders will take place in the library throughout the month of May.
7. Announcements: PTA planning things for Teacher Appreciation Week
8. Public Input: No public input
9. Adjournment:
  - a. The meeting ended at 6:27 p.m.
  - b. The next meeting will be May 27 at 5:00 p.m.