

Los Angeles Unified School District
West Hollywood Elementary School
School Site Council
Meeting Minutes

I. Call to Order

The meeting was called to order at :03 p.m. by Angela. Second by Claudia.

II. Roll Call

The following members were present at the meeting: Anthony Abney, Miguel Navarro, Carmen Marsh-Weiss, Angela Miller, Carole Slama, Alla Doner, Jennifer Davy, Claudia Katz, Joel Mejia, and Emily Hernandez.

III. New Business

- a. Introductions
- b. Approval of 2012-2013 SSC Officers
- c. SSC Officer Roles & Responsibilities
- d. School Safety - Drop-off & Pick-up
- e. Single School Plan
- f. ELAC delegation to SSC
- g. SSC Meeting Date Approval

- a. Introductions: All members had a chance to introduce themselves to begin the meeting, although most were returning from the previous school year (continuing their term).
- b. Approval of 2012 - 2013 SSC Officers - The following officers were introduced and approved while all present after having been elected in early October.
Chairperson: Alla Doner
Vice Chairperson: Jennifer Davy
Secretary: Emily Hernandez
Parliamentarian: Claudia Katz
- c. SSC Officer Roles & Responsibilities - Mrs. Hernandez reviewed all of the specific roles and responsibilities of each officer as outlined by LAUSD with the entire group in addition to welcoming parent and teacher representatives and further discussing their roles.
- d. School Safety - (Drop-off & Pick-Up) - Mrs. Hernandez relayed the information that Mrs Charles has concerns regarding drop-off and pick-up of students for various reasons. Students that are dropped off very close to the bell ringing are scrambling once they hit the entrance and rushing about as they scurry to get a tardy slip and/or make it to class. Most of this chaos occurs near the 8:15 a.m. warning bell. Some students remain out on the front lawn, even after

their parents have dropped them off. Claudia pointed out that some parents are double parking and/or texting during the valet process. Angela mentioned that there is confusion about the time that the cones should be picked up. Most safety concerns occur between 8:15 a.m. and 8:20 a.m.

Suggestions brought up by members and to be considered by Mrs. Charles:

1. Extending valet time to 8:20 a.m. (Miguel mentioned that the 8:15 a.m. time is in place so that parents don't try to delay arrival by another 5 minutes)
2. Make another automated call home to all families to encourage arriving early for drop-off with no hassle & less traffic as an incentive.
3. Contacting the repeat offenders via phone call as Angela indicated that there are several families that are consistently late.
4. Mr. Navarro suggested incorporating the Bee Buck incentive to encourage early arrivals.

Just as we have safety concerns with drop-off, we also have concerns regarding pick-up. Discussion occurred about the dismissal of students to their parents or to the program they are in. Mrs. Hernandez reported that after the bell at the end of the day, parents often gather outside of the front of school while children play on grass, chase, and at times students that do not have parents there to pick them up often join in (unsupervised for the most part & are often unaccounted for) as no one has come for pick-up & they haven't reported to a program. It was mentioned that at one time, everyone was to report to the yard program or not and that was the place to wait and join in a game if parents were not on time for pick-up. Parents would then have to report to the office & the procedure of either calling up the child or having the parent walk to the yard and pick-up for protocol. Either way it was suggested that we reiterate and enforce that the front of the school is NOT a place to meet your parents. It was suggested that the school community be notified by way of phone-call, e-mail, website, or bulletin to this matter and with that, the information as to EXACT times of gates to be open and locked. This includes the side gate by bungalows and both parking gates upper and lower as there have been several inconsistencies and increased confusion.

- e. Single School Plan - Mrs. Hernandez went back to an old original copy of what the Single School Plan Binder once looked like in 2002, and then discussed how the information has been streamlined and the process is now done online, for the most part. She provided examples of its importance with updated data and the justification of needs for positions based on data, etc. all incorporated in the school plan. Mrs. Hernandez also showed us a Parent/Community Engagement survey with some guiding questions that help update the Single School Plan and can be delegated to research and report at a future meeting. It was discussed that several areas don't always apply to our school as they do with those that have extra funding and resources based on their school data and statistics, e.g. (Title I, Program Improvement, etc)
- f. ELAC delegation to SSC - According to Mrs. Hernandez, it has been a bit of a challenge to gather a committee of our English Learner parents to form the English learner Advisory Council Committee. Numerous attempts were made last year and again this year. This year, we even had a parent representative from Educational Service Center West be of support,

however, our response was minimal. Because of this, we moved to delegate the duties of the ELAC to the SSC. Similar items are addressed and will be added to our SSC Agendas for discussion. Those include school attendance, language survey, needs assessment, Single School Plan, and budget. This motion to delegate ELAC responsibilities to SSC was moved by Angela and second by Miguel.

- g. SSC Meeting Date Approval - All SSC meeting dates were approved and calendared, with the exception of one. February 14, 2013 will be moved to February 21, 2013. This was motioned by Miguel and approved by Alla.

IV. Public Comments

It was mentioned that a FOWHE member needs to be present at meetings (consistently).

Mrs. Hernandez adjourned the meeting at 4:10 p.m. Miguel second.

Next Meeting: November 15, 2012

Minutes submitted by Mrs. Emily Hernandez