

Lucille M. Nixon Elementary School Site Council 2009-2010

Meeting Minutes

November 2, 2009

In Attendance

Mary Pat O'Connell

Megan Cox
Stephanie Han
Kristina Hayes
Sarah Patanroi

Ruth Daines
Alli Deeter
Athina Peiou-Quake
Julie Tomz

- The Site Council began the meeting by approving the minutes for the October Site Council meeting.

Agenda Item 1: Follow up on action items from last meeting

- The Site Council discussed possible outreach strategies to parents about Nixon's Lifeskills program and "Talk It Out" conflict resolution curriculum, an agenda item that had to be tabled at the last meeting due to time constraints.
- Sharon Zebker is Nixon's school counselor (shared with other PAUSD schools). She and her interns conduct conflict resolution and social skills training called Second Steps with K-2nd grade classes approximately once a week for 15-20 minutes.
- The Site Council agreed it would be helpful to have information for parents on how staff talk with kids at school about lifeskills and conflict resolution.
- It might be possible to make this the topic of a parent education meeting on February 16. However, that date immediately follows a long holiday weekend, so parent attendance might be limited. It was suggested that the Site Council work closely with the PTA on organizing this meeting. Ruth will bring this up with the PTA.
- For the older grades, Mary Pat suggested it would be helpful to review with staff the messages that are given to students about conflict resolution to ensure consistency and effectiveness.
- It also would be useful to have an article in Nixon News with information about how Nixon guides students in conflict resolution. Julie will talk with Sharon, and

Stephanie will provide Julie with information about Second Steps. Athina will look into getting some copies for the K grades of a book about social skills that Bing Nursery School has published.

Agenda Item 2: Safety plan

- Mary Pat shared copies of the PAUSD's Comprehensive School Safety Plan Process and Templates, with information, where needed, specific to Nixon's safety plans and procedures for emergencies such as fire, earthquake, or lockdown.
- An important part of the safety plan that Nixon staff have been working on recently is student pick-up following an emergency.
- A new sign went up at the Tolman gate to let parents know it would be locked in the event of an emergency. Student pick-up will be done in only one location – at the gate closest to Mears Court.
- Mary Pat plans to send to parents an Emergency Plan Overview, which will, in part, clarify what the access point will be in an emergency, rules about who children will be released to, where to park when going to Nixon to pick up children, etc. She wants parents to discuss the plan with their children so they know what to expect, e.g., who is allowed to pick them up, assurances they will not be left alone at Nixon, etc.
- It was suggested that Nixon conduct a baseline assessment of parents' understanding of safety procedures and to obtain feedback.
- The overview should also include information about where Nixon staff/students will go in the event that Nixon has to be evacuated.
- In addition to improving parents' knowledge of Nixon emergency/disaster procedures, another one of the Nixon safety plan goals this academic year is to improve student physical health. Athina will look into educating teachers/parents about a program named Brain Gym that might be useful, in addition to all the other activities that Nixon does in this area. It was suggested that a third goal be added regarding kids' ability to ensure personal safety and "kid power."
- It was also suggested that staff/parents teach children the international sign that indicates when someone is choking.

Agenda Item 3: Prepare for December budget meeting

- PAUSD is facing a \$2 million shortfall and wants input from schools and the overall school community about how to address this budget problem. The next Site Council meeting will be dedicated to reviewing options and providing input to PAUSD, as feedback is needed in December. The PAUSD Board will make decisions about what to do across the district. Input from the Nixon community is welcome.

Agenda Item 4: Information items

- The approved version of the SPSA and SPSA Final Report for 2008-09 were distributed.

- Mary Pat is in the process of reviewing Nixon's school schedule and will bring this topic up for discussion with the Site Council in January. She has a meeting this week with other PAUSD principals to discuss instructional minutes.
- Nixon was asked to form an H1N1 task force, and the Site Council will take this responsibility.
- Custodians are already wiping down areas and students are being reminded often to wash their hands.
- Mary Pat shared with the Site Council the Protocol for Notifying Public Health Department re Swine Flu Suspects.