

**Connery Elementary School
School Site Council Meeting Agenda
December 14, 2020**

Council Members: Elisa Angel, Glenda L. Colon, Liz Dunnigan, Joel Mendez, Elaine K. Mom, and Nicole Torres

Attendance/Sign-In Sheet

- | | |
|---|---|
| <input checked="" type="checkbox"/> Mrs. Nicole Torres, teacher | <input type="checkbox"/> Ms. Yohaira Rijo, parent |
| <input checked="" type="checkbox"/> Mrs. Elizabeth Dunnigan, program specialist | <input type="checkbox"/> Ms. Brianaly De Leon, parent |
| <input checked="" type="checkbox"/> Ms. Glenda L. Colon, Co-Chair, principal | <input type="checkbox"/> Ms. Hermelinda Lopez, parent |
| <input type="checkbox"/> Ms. Elisa Angel, Co-Chair, parent | <input type="checkbox"/> Ms. Gladys Ocheo, parent |
| <input checked="" type="checkbox"/> Mrs. Elaine K. Mom, Clerk, parent | <input type="checkbox"/> Ms. Martina Lopez Chavez, parent |
| <input type="checkbox"/> Mr. Joel Mendez, Communication Liaison, parent | |

School Site Council Agenda

I. Welcome/Introductions

- a. November 2020 meeting minutes were approved by council members who are present in today's meeting.

II. Current form of communications that merits additional push to community

- a. Schoology
- i. Introduced as the learning management system for 2020-2021 academic year. Principal Colon shared that a great deal of parents from most school levels are being underused.
 - ii. Underusage may correspond to lack of reliable internet access.
 - iii. Action Item:
 - 1. Coordinate live zoom sessions in January on how to navigate tool. Encourage families and students to join together. Offer sessions to accommodate class level and/or comfort level:
 - a. Kindergarteners
 - b. Families who have yet to log on
 - c. Families who have logged on
- b. HAC Parent Portal
- i. District has expanded HAC parent portal to include elementary schools to view electronic report cards. Connery families will be able to access future report cards online.
 - ii. Formal email communication from the district to parents with passcode is forthcoming.
 - iii. Action Item:
 - 1. Principal Colon will reach out for screenshots of the parent view.
- c. Lynn Public Schools app
- i. LPS app has been created and is available to download on mobile device. Primary email that is attached to the student's file must be used. App acts as a hub to access Schoology, LPS Facebook page, and HAC.

III. Family Engagement

- a. Follow-up to last month's action item:
- i. Offer a session on general Zoom procedures, expectations, and etiquette for both families and students to address mindfulness/awareness of surrounding activities or language that can be distracting for learners.
- b. Action Items:
- i. December Break Email Message
 - 1. Zoom session dates on both Schoology and Zoom general procedures and expectations

2. Encourage headphones as holiday gifts
- ii. Welcome Back Email Message
 1. Zoom session dates on both Schoology and Zoom general procedures and expectations
 2. PTO info flyer/presentation
 3. Promote Coffee Break with Principle Colon as well as Parent Hour

IV. Parent Teacher Organization in Remote Environment

- a. The consensus of the PTO's role is to fundraise and event planning to create opportunities for family engagement.
- b. Use the remainder of the year as a planning time to structure PTO (executive roles: president, vice president, treasurer, secretary, and social media coordinator), attract membership, and prepare a full launch for 2021-2022 school year.
- c. Challenges:
 - i. Recruiting family volunteers from community of working families whose varying schedules may not afford them the opportunity to fully participate
 - ii. Internet access may exclude a population
- d. Steps for fully structured PTO:
 - i. Create email address and Facebook Page
 - ii. Strategically promote PTO at all opportunities, i.e., open houses, spring fairs, repost by Connery Elementary Facebook, Principal Colon's communications
 - iii. Create a calendar or timeline of events and/or activities while keeping in mind that evening hours are historically more successful:
 1. book fair
 2. move nights
 3. arts and crafts
- e. Action Item:
 - i. Transition January 2021 meeting into a working meeting and create a PTO presentation to share out to community.

Future Meeting Dates

January 11, 2021

February 8, 2021

March 8, 2021

****Notice of this meeting was time-stamped and posted in the City Clerk's office 48 hours prior to the meeting per the Open Meeting Law requirement.***