



Glen Ellyn School District 41: Ignite Passion. Inspire Excellence. Imagine Possibilities.

Parent – Teacher Advisory Committee (PTAC) Meeting Minutes  
Thursday, May 15, 2014  
3:45 – 5:30 p.m.  
Hadley Junior High School

**Purpose:** To understand the requirements of the School Code, as it relates to discipline policies, and make recommendations to the Board of Education based on review of current information

**Non-purpose:** To discuss specific discipline incidents

**Members Present:** Jill Amrhein, Jodi Baltimore, Sharon Dunham, Nicole Folsom, Jen Frazer, Kelly Kardas, Julie Kennebeck, David King, Gina Krizman, Catherine Lemon, Katie Luehrs, Barri Maaske, Jen Power, Dave Scarmardo, Samantha Sebastian, Lori Taylor, Christine Thiese

**Minutes:**

1. Committee Member Introductions
2. Review of 2013 – 2014 PTAC Recommendations
  - a. Recommendation #1
    - i. Discussed SRP training for custodial staff for summer 2014, as well as substitute teachers and new teachers plan for fall 2014.
    - ii. Standardized packet of safety for each classroom/teacher will be in schools next year, located next to classroom doors.
    - iii. Concern expressed about PE classes and safety procedures were discussed. Hadley PE teachers have two-way radios to communicate with office staff and a predetermined safety spot has been established in the event students are not to return to the building. Elementary teacher committee members will check into elementary plans for recess and PE.
  - b. Recommendation #2
    - i. Discussion about unannounced lockdown drills and reasons as to why one of the drills must be unannounced to students was clarified.
    - ii. Have we done any safety drills during lunch, recess, before or after school? Fire evacuations that occurred during lunch times at Hadley this year were unplanned. More communication about what students should do if drills occur during lunch or PE (i.e. eating lunch, dressing for gym) may be needed.
    - iii. Discussion about the importance of implementing a safety drill during lunch (evacuation or lockdown). Recommendation will be for reminders about safety drills to take place during lunch periods on SIP days (Hadley only). Elementary schools representatives will check with their

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schools about scheduling time during SIP days to revisit safety drills in these areas and will report back to the group on the 5-22-14 PTAC meeting.

- c. Recommendation #3
  - i. Federal Signal's SmartMSG plan was explained as a possibility of implementing at Hadley as a possible test site for the 2014 - 2015 school year.
  - ii. Continue building of a partnership with the Glen Ellyn Police Department and having more of a police presence in all D41 schools and parent meetings.
- d. Recommendation #4
  - i. Need to add magnetic strips or safety latches for doors in portable classrooms and metal door frames.
  - ii. Hadley developed a sweep team and rescue assistance areas for communication with police and fire departments. Elevator pass has procedures for evacuation and lockdown. Implemented required staff sign-out during the school day.
  - iii. Glendbard West has a sign-in for parents where they need to scan their driver's license. This system was discussed at the D41 district level. Parent representatives are in favor of implementing this system; however, they expressed that it may be difficult to use in the elementary schools because of the amount of parent volunteers. Procedures during mass parental attendance at the elementary schools are not fully implemented, particularly when parents report to the portables. This system also required visitors to leave their driver's license at the office while in the building, as office staff is then aware of everyone in the building.
  - iv. Third Thursday procedures were also discussed, as some parents do not officially check in the office. Instead, parents check in at the PTA sign-in table. There is not a standard way to check in parents district-wide. There was a concern that building staff is not checking IDs when adults walk into the building on these days. The feasibility of checking in all IDs for adults on third Thursday would create added stress for office staff and might not be manageable; however, a parent wanted it noted that this only occurs once a month.
  - v. Recommendation will be for administration and PTA at all buildings to revisit sign-in procedures for visitor events.
- e. Recommendation #5
  - i. No further recommendations were made by the committee.
- f. Recommendation #6
  - i. This year, PTA has brought back the position of safety chair on the PTA Council and a safety team within each building.
  - ii. PTA Council is planning a district-wide safety fair for 2014 - 2015 school year.

- iii. Recommendation to implement a roundtable discussion twice a year between administration, parent volunteers, and safety chairs at each school for 2014 – 2015 school year.
- g. Recommendation #7
  - i. Recommendation that a timeframe for entry procedures be established with Glen Ellyn Park District.
  - ii. A universal afterschool protocol could be developed that explains entry and exit procedures for parents/guardians.
  - iii. Recommendation to examine hours for office staff in order to manage the entry/exit system. Overtime? Change hours? Rotate hours between staff members. PTA could communicate the procedures for before/after school with parents.
  - iv. Safety section for parent communication. PTA e-blast, located on the website, etc.
  - v. Recommendation for students in any club, sport, or after school activity should be sent home with pick-up and drop-off procedures handout.
  - vi. Examine getting more phones in elementary schools in order to buzz students and parents in the building.
- h. Recommendation #8
  - i. Hold off until 5-22-14 meeting
- i. Recommendation #9
  - i. Is there still an interest in creating these? Let's check in with the work that Christina Kellam and Chris Abbott are doing before we proceed with establishing recommendations.

5-22-14 Next Steps:

- 1.) Finish Discussion and Recommendations for #8, 10, & 11
- 2.) District Discipline Data Review
- 3.) Next meeting is Thursday, May 22<sup>nd</sup> in Hadley Presentation Room