**Date: November 17, 2021**

**Present:** Kim Varieur (K), Bonnie Mulkeen (1), Sarah Wilson (2), Liz Strauch (3), Lisa Rushing (4), Greg Williams (5), Angela Stephens (TA), Keith Koteles (Special Area), Natalie Marinelli (Support Staff), Laura Gaddy (Admin.), Harvey Bagshaw (Admin.), Courtney Luce (Admin.), Jessica Henning (Parent), Eric Grieser(Parent)

**Absent:**  Janet Kamenick (Parent)

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| **TOPIC** | **PRESENTER** | **NOTES** |
| Welcome | Mulkeen/Varieur |  |
| Tardies/Check Outs | Gaddy/Bagshaw | Mrs. Gaddy discussed the issue with morning tardies. This has been an ongoing issue. Parents are also checking out students very close to the end of the day, which creates a hardship on staff.  Some people are waiting until 7:30 am to pull into the parking lot, and this is causing staff members to be in the parking lot later. Cars pulling in late are still able to unload without consequence so it is not an inconvenience for people who arrive after 7:30 am. Parents are also letting students out of cars when staff members are not in the lot. Technically students should be in the classroom by 7:30 am so this affects the start of the school day because it delays announcements and the start of instruction.    It has been suggested that parents of tardy students should be required to park and sign in students in the office. It was also suggested that a flag or poster be raised at 7:25 am to alert parents of the time and the staff should leave the parking lot at 7:30 am. This would force the parents to park and walk the students into the building.  Another suggestion was to designate a staff member to direct tardy people to the fire lane to park and walk students into the building. Laura and Harvey will discuss specifics and we will discuss/approve a policy at our next meeting.  Many parents are checking out students at 1:50 pm to avoid the car line. This is a burden to the front office staff. The team approved a policy stating that parents should not check out students or call the school with transportation changes after 1:30 pm each day. These changes will be communicated with parents closer to winter break as they will go into effect in January. |
| Staff Concerns | Mulkeen/Varieur | No grade level concerns. |
| Parent Concerns | Mulkeen/Varieur | No parent concerns. |
| Next Meeting |  | Dec. 15th at 2:30 pm |