**Date: December 15, 2021**

**Present:** Kim Varieur (K), Bonnie Mulkeen (1), Sarah Wilson (2), 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.), Eric Grieser(Parent), Janet Kamenick (Parent)

**Absent:** Liz Strauch (3), Jessica Henning (Parent)

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| **TOPIC** | **PRESENTER** | **NOTES** |
| Welcome | Mulkeen/Varieur |  |
| Tardies/Check Outs | Gaddy/Bagshaw | Mrs. Gaddy provided an update to the changes in policy for tardiness and early checkouts. Staff members will ask parents to park and walk in the building to check in their students at 7:30. Many people are also checking out their children right before the bell rings in the afternoon. This is a hardship for the front office. After break, there will be no more early checkouts or transportation changes accepted after 1:30 pm each day. Mrs. Gaddy communicated these changes to parents in her weekly email last week. The parents on the committee shared that the policy was clearly stated in the weekly parent email. |
| Staff Concerns | Mulkeen/Varieur | Mrs. Mulkeen asked about students eating lunch in the cafeteria. We will begin the transition with Kindergarten and First Grade when the second semester begins. The Kindergarten and First Grade representatives will talk with their teams about ways to transition students to the cafeteria so that those students can learn cafeteria procedures. If this goes well then we hope that the other grade levels can also begin eating lunch in the cafeteria at some point. |
| Parent Concerns | Mulkeen/Varieur | No concerns |
| Next Meeting |  | January 26, 2022 at 2:30 pm |