

WEST JORDAN ELEMENTARY

School Community Council Meeting

Meeting Details

Date:	Tuesday, January 11, 2022
Time:	4:00pm MT
Location:	School- Media Room
Attendees:	Ami Shah (faculty), Candace Fleming (faculty), Genelle Morrison (faculty), Jen Ludlow (faculty), Katrina Beckstrand, Kelly Ferguson, Melanie Quinney, Suzanne Paul
Absent Members:	Aaron Sperry, Laurie Eastman, William Gianbra
Minutes Taker:	Melanie Quinney

Agenda Details

AGENDA
<ol style="list-style-type: none">1. Reunification plan2. Digital Citizenship3. Safe Walking Route4. School Security5. Add Rules of Order6. Parent Involvement

Action Items

Action	Assigned To

Minutes

Minutes

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1. Welcome
 - a. Motion to approve previous meeting minutes: First (Melanie) Second (all)
2. Reunification plan
 - a. A process that is enacted when the school is required to conduct a controlled release of students to parents/guardians following the emergency or another significant disruption to the normal schedule (earthquake, weather, power outage, etc.)
 - b. Family highest priority: stay home (avoid diverting professional resources away from the incident), stay informed (Skylert, social media, email, etc.), be ready (do not contact student as it may expose them to further risk)
 - c. Proposal
 - i. Greeter stations
 1. Greet parents/guardians on foot as well as cars
 2. Provide reunification checkout cards
 3. Request 'on foot' parents to go to check-in stations for walk-ins
 4. Request cars to go to check-in station for cars
 - ii. Check out stations (walk ins and cars)
 1. Total 8 checkout stations for walkins
 2. Total 16 check out stations for cars
 3. Runners (9) will collect check out card from parents/guardians
 4. Check their ID to confirm information on the check out car is correct
 5. Bring check out card to record checking stations
 - iii. Record checking stations
 1. Set up in main office
 2. 4 assigned record checkers
 3. Back up binders with students' information
 4. Verify information on checkout cards
 - iv. Reunification centers
 1. Runners will pick up students and return to check out center (numbers are assigned on the check out card)
 2. Indicate tie reunified and sign check out card
 3. Parents sign check out card
 - v. Special circumstances station
 1. Administrators will address any special circumstances
 - vi. Traffic control station/staff
 1. Direct cars and parents
 - vii. Classroom teachers
 1. Will stay with students and no additional duties will be assigned
 - viii. Secondary relocation site
 1. LDS church on 7265 South 2700 West
 - a. 7-minutes walk from school
 - b. keys
 - ix. Checkout form
 - x. Proposed changes

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1. Breakdown student pick up by time; considerations for youngest children first (release by lowest grades with families first), 30-minutes time stamps
 2. Divert traffic from 2370 West (no incoming traffic from the south)
 3. Google form with website link
 4. Trial runs (small group and then larger group)
 5. Assign job titles to reunification roles (more teachers will be available as grades are released)
 6. Parent night and website publication, possible walk through video
3. Digital citizenship
 - a. Safe technology utilization and digital citizenship form (JSD)
 - b. Internet Security (provided by WJE)
 - i. 8-Digital Skills
 1. Screen time management
 2. Privacy management
 3. Cyber bullying management
 4. Digital citizenship identity
 5. Digital footprint
 6. Cyber security skills
 7. Critical thinking skills
 8. Digital empathy
 - ii. Provided resources include websites
 - iii. Provided worksheet packets
 - iv. Provided slide presentations on internet safety
4. Cyberbullying
5. Safe Walking Route
 - a. Reviewed safe walking routes and school drop off and pick up
 - b. Removed two incidents from concerns: first (Kelly Ferguson), second (Katrina Beckstrand), vote (unanimous)
6. School security
 - a. Ensure that office staff knows who they are letting in before they are buzzed in
7. Add rules of order
 - a. Jen will add line to plan about our group size
8. Parent involvement
 - a. More exposure at regular events
9. Calendar items
 - a. Next meeting: Tuesday, March 8, 2022; 4pm (Landtrust Fund)
10. Other items
 - a. Review of Land Trust budget
 - b. Motion to adjourn: first (Kelly), Genelle (second), vote (unanimous)