



School Site Council  
AGENDA  
December 9, 2024  
3:30PM-4:30PM  
Robert H. Down Elementary Ottertorium  
[Slidedeck](#)

- I. Call to Order- Jessica called the meeting to order at 3:33pm
- II. Introductions- Susannah Ashton, Maurisa Alt, Lauren Banaszek, Jessica Thompson, Darla Vining, Lauren Davis, Katie Wrolstad and Emily Tsai Brownfield present
- III. Public Comment- none
- IV. Review and Approve [Minutes](#) from last meeting (October 21, 2024)- Katie motioned to approve minutes, Lauren D. seconded approval 3:37
- V. Old Business
  - A. Safety Update
    1. Secure Campus Drill on November 12
      - drill was successful
      - Emily noted that Secure Campus should have been the call when PGPD put campus on Lockdown in October
    2. Shelter in Place Drill on December 10
      - Emily shared protocol and in what event a shelter in place should take place. This includes shutting down the HVAC system if shelter in place is due to poor air quality. Maintenance would like RHD admin to radio them to shut off the HVAC system so that they can practice this during the drill.
      - Office staff working on updating supplies in emergency backpacks that are in each classroom.
    3. Safety Committee Meeting December 11- Darla and Susannah will be attending. The meeting will be to review the safety plan from last year and update as needed. School Site Council will sign off on an approved safety plan.
  - B. Intervention/Enrichment
    1. Julia Robinson Math Festival- enrichment festival that has problem solving games. Costs \$800 Emily will ask PTA if we could participate Wants to hold it in the evening.
    2. Science Fair- Amy Miller, PTA president wants to hold a science fair. Emily is concerned it would be a lot of extra work for our teachers. Stephanie Pechan also puts on a STEM night for the 4th & 5th grade

3. Robotics Club- the club meets at the middle school on Thursdays and participated in the PG light parade last week. Robotics club having scrimmage on Saturday from 10-3pm

## VI. New Business

### A. SPSA Goal 2: Safety- provide a safe environment for all students

- Increasing the use of Toolbox social emotional lessons as well as professional staff development focusing on Toolbox strategies.
  - We no longer have a contract with the DARE program. Ruby Bridges assembly went over anti-bullying strategies. 5th grade families received a notice that they could opt out of Dr. Kasey Grover speaking to their children next Friday for 1 hour during the school day in lieu of the traditional DARE program.
  - 12 caught being good cards drawn at monthly toolbox assembly
  - Parent/professional development workshops 2x/year to provide awareness for SEL, stress & anxiety, executive functioning, transitions and more
  - Empower students to address others directly
  - Address safety practices and drills in Principal's newsletter
  - Crossing guard hired for afternoon near the kindergarten release gate, still need morning crossing guard
1. Update on progress of Actions
  2. [Three Step Conflict Resolution](#)

### B. Parent Involvement Discussion

- Review 4 goals from the site plan
- Darla mentioned a family will be joining RHD from Denmark in January with 2 children. The children are fluent in Spanish and she wants to make sure connections between families that are multilingual are encouraged and highlighted for the monthly playdates.
  - Emily discussed opportunities for students joining mid-year that makes sure they feel welcome and connect with other families and thank teachers for making sure new students feel welcome
  - More opportunities for parent involvement, reviewed ways that parents can help from last meeting
- Maurisa mentioned that at a previous school she worked, there was something called a "Bucket Brigade" where teachers could place items they needed done into bucket and any parent could grab the items to bring home
- Fingerprinting only happens Mon-Thursday from 9-4pm and appointments are required, and are cash only. Emily mentioned that it would be helpful to have a fingerprint drive or have the device at the welcome kindergarten picnic. Jessica wants to again approve covering the cost of fingerprinting so that we can make it easier for families to volunteer. Need to work on a proposed budget for that. Put a cap on fee

and allocate fees per classroom or more allocations for kindergarten parents

C. Budget Update

1. \$500 for new shed footing- SUHS donating supplies for shed and it will be available in February
  - This shed would be for P.E. equipment and emergency equipment
2. Request for second Garden Coordinator stipend, new wheelbarrow and tables.
  - Lauren D., as lead negotiator, says stipends would have to go through negotiations. Because Forest Grove does not have a garden program, stipend is not likely to be approved. Farmer Keith could ask to be the garden coordinator at Forest Grove and he and Heidi could coordinate. Money already set aside at Forest Grove for this stipend position
3. Shade structure interest
  - Facilities director seemed to think we were no longer interested in this. Lauren D. said that if we get a shade structure, every other site has to get one, which would cost upwards of \$500,000. Forest Grove does not want a shade structure due to the placement of their lunch tables
  - If we determine that it is a priority for RHD, we can get it added to a priority list for Measure B
  - Site Council had voted on a specific design last year, which would cover all of the lunch tables with the exception of the TK table because Room 18 did not want shade there because it would block their natural light.
  - We are still interested in shade structure
4. School Supplies- \$2000 budget
  - As a public school, we provide all school supplies. If parents would like to purchase school supplies, there is a fundraiser for PTA that would also offset the budget for the school that would supply a box to every family that orders them with all supplies needed. It will be heavily promoted at the end of the school year for the 2025-2026 school year

VII. Committee Updates

- A. ELAC- will meet again in January
- B. PTA- PTA updates have been mentioned throughout the site council meeting

VIII. Propose Topics for next meeting

- Katie said parents have mentioned to her that safety needs to be addressed for drop off at the Spruce gate

- Emily will ask Officer Hill to go to the back gate to address safety issues as needed. She will also make a note in the principal's weekly newsletter to address these concerns
- The city of PG is looking to make the area in front of the school on Pine a dropoff only lane and put in a hard barrier to create extra safety
- Emily would like to highlight Black History Month (February), Asian Pacific Islander month (May), women's history month (March)
- Technology update

IX. Announcements

- Safety Committee December 11 at 3:30
- Winter Concert Dec. 17th
- Next Meeting January 21st

X. Adjournment- Jessica adjourned meeting at 4:45, Susannah seconded