

McCall SAC Executive Committee Meeting

11/22/19

11:30-12pm

In attendance: Principal Stephanie McKenna, Chair Marissa Post, Vice-chair Jennifer Hurley, Secretary Melissa Roselli

Posting of Minutes

1. McCall School Advisory Council Facebook page
2. McCall.Philasd.org via Kathy Smith kathesmith@philasd.org(draft of minutes acceptable)
3. McCall School Advisory at Gmail.com
4. Minutes will be approved at subsequent SAC meeting

Creation of meeting Agendas

1. Chair will create meeting agenda

1. All SAC members to become familiar with Agenda Format
2. Call to Order (Chair)
3. Secretary Report
 - Roll Call and Establish Voting Quorum
 - Approval of Agenda (request meeting items)
 - Approval of Minutes
4. Chair and Vice Chair Report
 - Chair and Vice Chair to manage the project reports and committee reports
 - Project Reports
 - Committee Reports
5. Old business (Chair) -distinction of decision, discussion, announcement/report
6. New business - distinction of decision, discussion, announcement/reports
 - Principal report
 - Staff report
 - Student report
 - Community report
 - Other new business

7. Next Meeting
8. Adjournment

Communication Plan

1. facebook and google

Meeting Times and Dates; combination meetings

1. Give in July
2. Chair will create Doodle survey regarding dates/times
3. Consideration of combining SAC meetings and coffee with the principal meeting

Committee Process

1. Put google forms on our gmail to ask for committee and project volunteers
2. Chair will set up [gmail.com](mailto:) account; then secretary will make Google form for committee and project volunteer announcements
3. Implementation period to assess needs of parents/students in Chinese community
 - Propose to ask Mandy Lin survey Chinese community parents to assess needs
4. Committees:
5. SAC By-Law Committee
6. Nutrition and allergy committee
7. Environmental/facilities committee
8. Volunteering policy and procedure

Collaboration with McCall “fundraisers”/HSA