**Roberts Elementary School**

**SDMC Meeting**

**Minutes**

October 26, 2016

**Members Present:** Trealla Epps, Cathy Reyes, Emily Wayman, Glenn Bailey, Jennifer Heemer, Carol Rivers, Erin Van Pelt, Teneika Punch, Vanessa Engel, May Wu, Jennifer Thornton, Catherine Ruff, Aliya Walji, Kendra Salas

1. New dismissal plan during playground construction
	1. SPARK renovations will begin soon. A copy of plan for SPARK was provided to SDMC members.
	2. All areas from flag pole to Gaga pit will be fenced. This includes the deck area and playground equipment. This limits or prevents access to After-School collection area under the awning and Parent Walk-up areas at flag pole.
	3. After discussion, committee members decided on an alternate plan:
		1. Gym will be used for Parent Walk-up for afternoon dismissal
			* Parents will walk in the Flag Door and out the back Gym door
			* Station personnel at locations to direct traffic
			* Rainy Day Dismissal will be in Cafeteria
		2. Extended Day go to 1st class and sit outside of the door
			* Extended Day personnel to monitor
			* Some classes will double-up so all groups will be monitored until 3:30
			* Begin on November 14th to begin troubleshooting
2. Active Shooter Drill
	1. How do we prepare our students for a lock-down emergency? What support do we need to put into place for teachers?
	2. Currently, Roberts does shelter-in-place and lock down drill. Lock Down drill for threat of violence or gunfire. Shelter in Place covers threat in neighborhood area.
	3. What do we do to prepare our students for this?
		1. Discuss with students in class.
		2. Teacher and students should know the language. If it is not a drill, notification will be clear.
		3. Cover classroom and transition procedures (recess, lunch, and restroom).
	4. We will have an unplanned lockdown drill soon. Mrs. Epps will notify teachers of the impending event so they may cover procedures with students.
3. Temporary Building Safety
	1. Concerns with recent visitors allowed in building through entryways other than the reception door (deliveries to classrooms and back doors).
	2. Committee decided that when adults approach the door, students need to go back to the classroom and tell a teacher. The teacher and adult will have the conversation to go to the front office.
4. New Business
	1. Bring walkies to back carpool.

Meeting End Time: 4:30

Next Meeting—November 15, 2016