

Lincoln Elementary School
Site English Language Learner Subcommittee (SELLS)

October 23, 2019 5:00 PM

Multi-purpose room

Meeting Minutes

Agenda Item	Facilitator	Notes
1. Welcome, Agenda, Call to order	Ms. Sambrani	<p>Welcome and explanation of two sign in sheets. A vote will be made to merge SELLS and SSC into one meeting.</p> <p>5:00 pm SELLS meeting called to order</p> <p>In attendance:</p> <p>In attendance: Ms. Mukta Sambrani- Principal, Ms. Sharon Travers- Assistant Principal, Ms. Shuangji (Ronnie) Huang- Parent, Ms. Judy Abe- Parent, Ms. Kathy Vermazen (Parent) Ms. Lily Chuong- EBAYC Director, Ms. Michelle Leonce Coker- Parent and Vice Chairperson, Ms. Penpa Negi- Parent and LCAP chair, Ms. Irene Hughes- Parent- Chairperson, Ms. Pikshan (Tina) Lui- Parent Center coordinator</p> <p>Mr. Josef Moreno- Teacher Representative and Secretary, Ms. Betty Yee- Teacher Representative, Ms. Melissa Frost- Teacher Representative and Ms. Eugenie Nzodjou- Classified Representative</p>
2. Purpose of SELLS (Site English Language Learner Sub-committee)	Ms. Sambrani	<p>View website</p> <ul style="list-style-type: none"> ● Schools with more than 21 ELL's are required to have SELLS. ● Discussion of new comer qualifications and population. Lincoln will be getting a .50 TSA for small group pull outs. Two candidates are interviewing for the position.
3. Roles and responsibilities of SELLS members	Ms. Sambrani	<ul style="list-style-type: none"> ● Advise SSC and Principal ● Assist in needs assessment ● Make parents aware of school attendance ● Questions on specific details and duties of the TSA ● Questions about who the TSA will support and who the STIP subs will support ● Duties of the EL ambassador

4. Role of LCAP chair and appointment of LCAP chair	Ms. Sambrani	<p><u>LCAP chair and SELLS officers</u></p> <ul style="list-style-type: none"> ● Advise on the use of title one funding ● Motion to set LCAP chair needed ● Discussion on who could possibly fill this position ● SSC considering pushing the LCAP chair selection to another day which would require another meeting in the future ● Penpa has said yes to accepting LCAP Chair ● Mr Moreno motions ● Seconded by Ms. Hughes ● Motion approved unanimously <p>Ayes 12 Nays 0 Abstentions 0</p>
5. Discussion and vote on deferring the rights of the SELLS committee to the SCC	Ms. Sambrani	<ul style="list-style-type: none"> ● Motion needed to defer the rights of the SELLS to SSC ● Ms Frost Motions ● Mr. Moreno seconds ● Motion approved unanimously <p>Ayes 12 Nays 0 Abstentions 0</p>
6. Agenda items for next meeting and date	Ms. Sambrani	<ul style="list-style-type: none"> ● SELLS meeting will be part of the SSC meeting ● 5:30 pm on 11/20/10
7. Adjournment	Ms. Sambrani	Meeting adjourned, quick break before the start of SSC meeting.

Lincoln Elementary School

School Site Council (SSC)

October 23, 2019 5:45 PM

Multi-purpose room

Meeting Minutes

Agenda Item	Facilitator	Notes
1. Welcome and call to order	Ms. Hughes	<p>Irene Hughes welcomed everyone and all members present reviewed the minutes for edits.</p> <p>5:45 pm SSC meeting called to order</p> <p>In attendance: Ms. Mukta Sambrani- Principal, Ms. Sharon Travers- Assistant Principal, Ms. Shuangji (Ronnie) Huang- Parent, Ms. Judy Abe- Parent, Ms. Kathy Vermazen (Parent) Ms. Lily Chuong- EBAYC Director, Ms. Michelle Leonce Coker- Parent and Vice Chairperson, Ms. Penpa Negi- Parent and LCAP chair, Ms. Irene Hughes- Parent- Chairperson, Ms. Pikshan (Tina) Lui- Parent Center coordinator</p> <p>Mr. Josef Moreno- Teacher Representative and Secretary, Ms. Betty Yee- Teacher Representative, Ms. Melissa Frost- Teacher Representative and Ms. Eugenie Nzodjou- Classified Representative</p>
2. Review of minutes from the SSC establishment meeting on September 25th Minutes	Ms. Hughes	<ul style="list-style-type: none">• Typo error: Last box of second page second box English is misspelled• Irene Hughes' name was misspelled• Motion to approve by Ms. Hughes• Seconded by Mr. Moreno• Motion approved unanimously 12 votes <p>Ayes 12 Nays 0 Abstentions 0</p>
3. Review and approval of bylaws with change to 1 year terms	Ms. Hughes	<ul style="list-style-type: none">• Motion to approve by Mr. Moreno• Seconded by Ms. Hughes• Motion approved unanimously 12 votes <p>Ayes 12</p>

		Nays 0 Abstentions 0
4. Review and approval of Safety Plan for 2020- 2021 and signature on assurances upon approval	Ms. Sambrani	<ul style="list-style-type: none"> ● Motion to approve by Mr Moreno ● Seconded by Ms. Frost ● Motion approved unanimously All voted to approve Ayes 12 Nays 0 Abstentions 0
5. Public Comment and Announcements	Ms. Sambrani	<ul style="list-style-type: none"> ● Questions about an update for the map school: We will blow up the updated map and replace the old map. ● Question: Parent notification about active shooter drills ● Drill is a lockdown drill. Conversation has been discussing all staff active shooter drills with staff only and Oakland Police Department. ● Questions about parent pickups and who will coordinate. ● We have a specific role assigned to a person for student pick up. Main office staff will handle student sign out. ● If the building is damaged and we have to leave, where is the evacuation point? ● Field on Madison or Laney College ● Concerns about lack of parent knowledge of the emergency situation protocol ● Suggestion: Parent meetings to help inform parents about safety ● Have a bilingual handout go out to share information. ● As part of the safety plan, push parents to sign up for talking points. ● We will continue to use school messenger because it does not charge for text messages ● Heating and cooling update: GDP will have a parent family night to inform parents about HVAC issue and the Williams Complaint. GDP will submit complaint as well. Around November 23 we will get this done. ● Can GDP get volunteers to help parents pick and yard supervision for children of parents in the meeting?

6. Agenda items for next meeting and date	Ms. Sambrani	Time for the next meeting: 5 or 5:30? Group selects 5:30 for next meeting Next meeting set for 11/20
7. Adjournment	Ms. Hughes	Meeting adjourned at 6:25 pm 10/23/19