

Evergreen Elementary School
STEERING-SITE COUNCIL
ELEMENTARY SCHOOL SITE COUNCIL MEETING MINUTES

September 8, 2025 at 3:30 pm
Evergreen Elementary School - Room 3

1. **Call to Order:** Principal Gallagher called the Elementary School Site Council Meeting to order at 3:30pm.

2. **Introductions and Greetings:** Principal Gallagher thanked members for joining the meeting. The group introduced themselves and stated their role as a participant in Site Council.

3. **Roll Call:** Roll call was taken.

Members present: K. Gallagher, J.Ouellette, J. Smith, K. Bondon, K. Stoelting, K. Adkins, C. Tatro

Members absent: B.Pearson (She tried but was unable to join online), J.Brown, T. Robinett

Guests: None

4. **Approval of Agenda**

Motion made by: C. Tatro

Motion seconded by: J. Smith

Voting: Unanimously Approved

5. **Approval of Minutes:** May 12, 2025

Motion made by: C. Tatro

Motion seconded by: J. Smith

Voting: Unanimously Approved

6. **School Plan for Student Achievement (SPSA) update on goals (if applicable)**

- o Academic - Growth report - Current CBM and iReady was shared with the group.
- o Attendance- (SPSA Goal #4 is 95%) Aug '25 - to date – 96%
- o Suspension- (SPSA Goal #5) – 2 days
- o Parent Engagement -
 - Back to School Night was a success. It was great seeing all our families back to our campus. We are looking forward to a great year together.
 - Parent conference week for :
TK-2nd is 9/19-9/26
3rd/4th grade is 9/26-10/3

- ELOP information was emailed to parents and staff for sign ups. Our October ELOP will be 10/6-10/10.

7. Discussion or Action Items

A. Introduce New Member

Principal Gallagher reintroduced our new members that were elected last Spring:

Katie Adkins, Kevin Stoelting, and Brittany Pearson are parent representatives.

Katelyn Bondon and Jaimie Ouellette are our newest teacher representatives.

B. Revise, update, and approve Bylaws

The committee reviewed the EES bylaws. No action was needed because bylaws had been updated and approved February 2020.

C. Train new members

Principal Gallagher trained the new team, discussing the role of Site Council membership. In summary, members are to:

- Attend all meetings;
- Participate by asking questions and sharing ideas;
- Be committed to the process; and,
- Be respectful of other members as each member was elected as a representative of their peers.

Lastly, Principal Gallagher shared the responsibilities of Site Council members, which were provided in the Bylaws, under Article 1 - Duties of the School Site Council.

D. Elect Officers

Principal Gallagher described the following positions. Nominations and elections followed.

The **Chairperson** shall:

- Preside at all meetings of the council;
- Sign all letters, reports and other communications of the council;
- Perform all duties incident to the office of the chairperson; and,
- Have other such duties as are prescribed by the council.

Vote:

J. Smith nominated Principal Gallagher as Chairperson.

K. Bondon seconded the nomination.

Nomination approved unanimously.

The **Vice-Chairperson** shall:

- Represent the chairperson in assigned duties; and,
- Substitute for the chairperson in his or her absence.

Vote:

K. Gallagher nominated K. Bondon as Vice-Chair.

K. Stoelting seconded the nomination.

Nomination approved unanimously.

The **Secretary** shall:

- Keep minutes of all regular and special meetings of the council;
- Transmit true and correct copies of the minutes of such meetings to members of the council and to the following other persons: Steering Committee members and members of the Evergreen Union Elementary School District Board of Trustees, and all teaching staff;
- Provide all notices in accordance with these by-laws;
- Be custodian of the records of the council;
- Keep a register of the names, addresses and telephone numbers of each member of the council, the chairpersons of school advisory committees, and others with whom the council has regular dealings, as furnished by those persons; and,
- Perform other such duties as are assigned by the chairperson or the council.

Vote:

K. Stoelting nominated Principal Gallagher as Secretary.

K. Bondon seconded the nomination.

Nomination approved unanimously.

The **Timekeeper** shall:

- Keep the council focused and on schedule at all meetings; and,
- Have other such duties as are prescribed by the council.

Vote:

K. Adkins nominated C. Tatro as Timekeeper.

J. Smith seconded the nomination.

Nomination approved unanimously.

E. Revise, Update, and Approve Comprehensive School Safety Plan

Principal Gallagher presented to the SSC a copy of the introduction to our Safe School Plan.

He reviewed the introduction portion of the plan with the group.

We are asking that you approve our '25-'26 plan

Vote:

J. Smith motioned to approve the School Safety Plan.

K. Adkins seconded the nomination.

The plan was approved unanimously.

8. **Evaluation of Meeting:** The group agreed the meeting was informative and productive.

9. **Future Agenda Items**

1. Share Spring 2025 Parent Survey Results
2. Revise, Update, and Approve Comprehensive School Safety Plan
3. Review Goals, Data, and School Plan for Student Achievement (SPSA)
4. Revise, update, and approve School Plan for Student Achievement (SPSA)

10. **Next Meeting:** October 13, 2025

11. **Adjournment**

The meeting was adjourned at 4:08pm.

Motion made by: K. Bondon

Motion seconded by: J. Smith

Voting: Unanimously Approved