

CUTTEN ELEMENTARY SCHOOL DISTRICT  
**SCHOOL SITE COUNCIL MINUTES**  
November 28, 2023, 5:30 pm  
Ridgewood Commons

1.0 CALL TO ORDER

Nancy calls to order at 5:33 pm.

Introductions and Roll Call:

**Present:** Diana Baclagan; Carissa Carsey; Nancy Corran; Nadine Seghetti; Melissa Seymour; Jen Code; Annette Sligh

**Absent:** Kim Goodman; Lauren Hansen

2.0 ORGANIZATION

2.1 CONSIDER APPROVAL OF AGENDA ORDER

Annette made two additions to the night's agenda: setting a tentative date/details for the campus beautification event and discussing the January meeting date. Sean moved to approve the agenda order with these additions and Nadine seconded. Approved by unanimous consent.

2.2 Welcome New Members for 2023-24:

Nancy Corran

Consider re-election of vice-chair

Was nominated by Sean and seconded by Nadine. Unanimously re-elected as vice-chair.

3.0 CONSIDER APPROVAL OF [October 17, 2023 MINUTES](#)

Annette commented that the title needs to change from Agenda to Minutes. Jen moved to approve the October 17th minutes with the above amendment. Nadine seconded. Approved by unanimous consent.

4.0 PUBLIC COMMENT:

No public present. No comment.

5.0 DISTRICT REPORT

- First Annette wanted to clarify the number of years on the site council for each member. Lauren-year 2; Diana-year 6 (last year); Nancy 1st year of second term; Sean-first year of second term; Carissa-year 1; Jen-year 2 (Annette said because Jen took over for her, that she only needed to do 1 year, Jen is fine to stay on); Melissa-year 1; Kim-year 2; Nadine-year 2
- Cutten and Ridgewood both had successful earthquake and lockdown drills recently. Halloween parades were a success.

- Teachers had a professional development day focused on literacy at HCOE on November 1st and Jen presented.
- Picture retake day was a fiasco at first, but it all worked out okay.
- Red Ribbon week was great. Next year, Annette wants to have the same dress up days at Cutten and Ridgewood to keep consistency for families.
- Conference week went well
- The climate team is almost finished with the handbook and expectation stations were reviewed at each school after the Fall break.
- Leadership team has been working hard and there will be a math mindset training tomorrow at the staff district meeting.
- Teddee is working in the Ridgewood garden with classes every other Thursday. She was able to get people to build a door and raised beds in the garden area.
- Friendship groups and TIP (targeted intervention program) are happening at both sites.
- On October 27, Ridgewood had an engaging Wonder of Science assembly. Cutten had the Earth dome. Jen said that she preferred the Sky dome over the Earth dome.
- Annette is doing a monthly attendance recognition for the class that has the best percentage attendance for the month. Darice is doing a surprise attendance recognition day where she gives a treat to any class that has perfect attendance on that random day.
- Ridgewood has had 15-20 SST's and IEP's since the last meeting.
- The district behaviorist has been working hard supporting students and teachers.
- Monthly award assemblies are happening at Cutten and the student council has been doing dress up days.
- GATE testing has been going on and a group of students attended the GATE academy at Cal Poly Humboldt State. Jen said she was happy to see that the term GATE is changing to Quest. The team had a conversation about how this would be a good change.
- Cutten has had 25 SST's and IEP's in the last month
- Darice and Annette have been attending many Zoom trainings regarding 504 and special education.
- Brandy Lawson is now Mrs. Hauge's aide.
- TK playground here and there has been discussion about getting a modular because TK will be growing in the next few years as the TK qualifications change. The district is trying to keep the TK class numbers at 17-18 students. If the district does not maintain what we currently have: 4 kindergarten, 4 first grade and 4 second grade, then there will be many combination classes at Cutten. Nancy asked if we know the starting date for the school year 2023-2024. Annette said that the calendar is decided in March, but that Eureka City Schools is starting in mid August. Nancy asked if there is a way to have the calendar confirmed earlier. Nancy may go to a board meeting to inquire.
- Bond measures are being finalized.
- Jen, Nancy and Andrea Yip will organize the science fair again this year. Nancy said maybe they would meet to begin planning before Winter break and then start it up in January.

- Jen and Jesse would like to do History Day again as an after school club. Two students from Cutten went to state last year.
- Annette got back to Jen who had asked if her classroom windows were ADA compliant. The answer is yes, although they only open a few inches. Sean commented that the hospital windows are the same. In an emergency, windows may have to be broken.

## 6.0 DISCUSSION/POSSIBLE ACTION ITEMS

- Annette will need to put Sean's name out on Remind for people to vote for him because he is starting his second term.

### 6.1 [Review Comprehensive Safe School Plan](#)

We are not approving or voting on this plan tonight. Annette wants the team to look it over and ask any questions or look for any errors.

- Page 4: change made to Melissa Seymour instead of Katrin
- Page 8: Annette will confirm that these surveys are from 2023
- Page 17: Annette has worked for over a year to get AED at Ridgewood. Annette said that the AED's have to be prescribed by a doctor and they are very difficult to get. Sean said he can ask some of the doctors he works with to see if there is anything to do to make it easier to get one. Annette got epi pens to go on all field trips. The first grade team had to use one for a student allergic reaction on a field trip.
- The blue page includes items that need to be added to the plan. The second bullet on the blue page does not apply to us because it is for 7-12 grades. The third bullet on the blue page has verbiage that needs to be worked on.
- Page 73: change made to add Sage as secretary
- Page 74: overseeing teachers were changed and Ashly and Jamie were added. Vest colors need to be added for Ridgewood and Annette will check hard hats for the damage assessment team.
- Page 76-77: Annette wants to walk through and practice a utility shut down. Emergency crisis disaster log needs to be printed out and laminated.
- Page 78: staff signed order of release
- Page 80: Alisha added as secretary. Jeannie and Mindi were added to Cutten.
- Page 84: Annette needs to add Ashly's name and change secretaries (Diana caught this error)

The team talked a little bit more about lockdown drills. Annette shared that during the drill, Mr. K was in position near the door holding the fire extinguisher ready to spray as she opened the door. It was discussed that it is important to practice the way that you would really carry out a lockdown to work on that muscle memory. Nancy asked if teachers told their students ahead of time about drills. The teachers answered that we always try to do that to prepare students. Nancy was in a third grade classroom during the drill and she said it went well. Jen said putting a chair against the door makes it harder to open the door. Annette said she had trouble making that work. Jen talked about how her family members in education in the LA area practiced a

lockdown simulation with injuries and all, without students present. Annette talked about how in a real event, the order should ideally be to: run, hide, fight.

Additions to the agenda:

PTA said they can help with the beautification event. After discussion, the team decided to put out a tentative date of May 10th to PTA (this may change due to the PTA conference). We decided to do a Ridgewood work day from 2:00-3:30 and a Cutten work day from 3:00-4:00. The PTA could host a movie night afterwards in the multipurpose room. The back 3 rows will be chairs and the rest will be carpet squares. Popcorn at 4:15 and the movie starting around 4:30. For the work day, families can help by bringing tools and Jay can come up with lists of tasks at each site.

Annette has a conflict on January 16. Annette offered that Becky can come to lead the meeting or we could change it to the 9th. The team decided we would keep the January 16th date and then Becky can also present about the LCAP.

#### 7.0 ANNOUNCEMENTS AND COUNCIL MEMBER COMMENTS

Announcements and comments covered in above discussions.

Next Meeting- Tuesday, January 16, 2023 at 5:30 pm.

#### 8.0 ADJOURNMENT

Nancy adjourned the meeting at 6:36 pm.

Respectfully submitted.

Melissa Seymour