



**Mr. Martinez, Principal, called meeting to order at 8:02 AM.**

**I. Introductions**

- **Introductions** - Mr. Martinez went thru the list of attendees and had each person introduce themselves.
- **Attendees** – Kelley Akins, Greta Brasgalla, Kara Baker, Dahlia Acosta (District Rep), Corina Lopez, Mrs. Barnwell (parent), Edgar Ponce, Rachel Neff, Mayra Ochoa, Angelo Arriaga, Diane Duncan, Stephen Morton, Angie Gonzalez, Lilliana Labrado, Gilbert Martinez, Velsa Mora.

**II. Survey Numbers – Return to Traditional/Hybrid School**

- There are approximately 740 students scheduled to return to campus on October 19<sup>th</sup>. We are working to get that number down closer to 500. Each classroom will be at 50% capacity, or 15 students. There will be QR codes outside of each classroom for student to swipe with their phones when they leave the room to go to the restroom or anywhere else. This is a tracking method. Safety measures are in place and will be enforced: face masks, temperature checks, E-swipe, etc. There will be three (3) lunch shifts. There are 78 tables in the cafeteria and 2 students will be allowed per table. The seating will be arranged by classroom. Dismissal at the end of the day will be staggered. All students will be directed to leave immediately, report to the buses, etc. More information will be forthcoming as it is decided.

**III. Budget**

- For the ROTC, Americas would like for Eastlake to pay for the uniforms for the students. We have 26 students in ROTC. This matter was tabled.
- There are about 38 students who still do not have laptops. Eastlake can purchase them. These laptops will be for the school to keep. The laptops are good and they will be purchased with Title I funds. Voting for Title I funds to be used to purchase 40 laptops; Motion to approve by D. Acosta; Seconded by R. Neff; Unanimous vote in favor (13).

**IV. Attendance**

- Teachers need to be sure they are turning in Activity lists in a timely manner. The list needs to be turned in a minimum of three days before the event and the attendance for the activity needs to be turned in on the next day to indicate that all students attended. Double check the asynchronous attendance. Please be sure to make changes by 4:00 PM the next day. We are currently 2<sup>nd</sup> from the bottom on attendance and we would like to bring our numbers up. 92.46% went up to 92.9% with fixes to asynchronous. Previous years we were at 94-96 percent at this time.

**V. OPEN**

- Please share the notes from this meeting with your departments.
- Ms. Barnwell – how do parents know when students are to return? Ms. Akins, Miranda, and Mr. Martinez are making a video regarding the student’s returning to school. Currently there are over 600 students scheduled to return to campus. We want to bring the numbers down and try to get it to 500. If there are spikes in the Covid cases we may get shutdown.
- What will Fridays look like? Periods 1-8 will meet and we will still try to keep the 50% capacity. We will allow students who need extra help to come in. We will need to continue the SEL lessons. We have students who are struggling with the emotional issues of the pandemic and the SEL lessons are important.
- When students return – can traditional students be present asynchronous? Yes. A student who may be absent from class may be present by logging in from home before midnight that day, leaving some kind of electronic imprint. Teachers are having to check 3 separate areas for attendance.

**Ms. Brasgalla reminded attendees as representatives from their departments, they are expected to disseminate information from this meeting to their respective departments.**

**Motion to adjourn made by C. Lopez; Seconded by K. Baker; vote was unanimous in favor of adjournment.**

**Meeting adjourned at 8:28 AM.**

**Mission Statement:**

*Eastlake High School exists to provide opportunities to maximize our children’s academic, artistic, athletic and social skills in a global society.*