

01/19/23

ERSEA COMMITTEE

Present: Mycena Bell, Farah Kenney, Nancy Salgado, Alisha Fuller, Marie Sexton, Cher Agajanian, Heather Shulmire, Tiffany Sanderson, Liz Bernard, Sheri Bray, Tori Waggener, Amber Whitlock

TOPIC	DISCUSSION	Action
Minutes:	<ul style="list-style-type: none">Marie Sexton motioned to accept, Heather Shulmire seconded. December minutes passed unanimously.	
CP Report	<ul style="list-style-type: none">HS 73% enrolledHS vacancies 247EHS vacancies 35Attendance HS (minimum 85%) we have 71%Attendance for EHS (minimum 85%) we have 65%	<ul style="list-style-type: none">Investigate: How do parents know when their children have screenings? Parents may be interested or want to participate.
Attendance Awareness	<ul style="list-style-type: none">ERSEA mailed out the attendance letters on 12/28/22.A few letters were returned to us for not having a correct addressERSEA followed up with an email, receiving almost no complaints from parents	<ul style="list-style-type: none">Communicate with staff about the information that we are mailing to familiesERSEA will send the returned letters to the teachers to be sent to the familiesERSEA will give the list of the returned letters to RA's to verify family's information (address and email)

Absences	<ul style="list-style-type: none"> • Remind families to call in to excuse an absence 	<ul style="list-style-type: none"> • Continue to do this at Intake, providing families with the phone number to call • Via Remind App
Plans for recognition (awards)	<ul style="list-style-type: none"> • Recognize families for effective communication about absences or good attendance • Committee decided that March is a good month to measure attendance. April will be attendance recognition month, send out awards to families 	<ul style="list-style-type: none"> • Committee proposes a raffle as an option to recognize families (adults who bring children to school) • Tori/ PC rep will take idea to Policy Council for input
File Audits	<ul style="list-style-type: none"> • Discussion/ Review Where to Attach Forms • UNDER ENROLLMENT: • Parents Rights • Permission form • Licensing • CACFP • Transportation Release if bus provided • Special Diet if needed • UNDER APPLICATION: • Emergency Contact Signed • UNDER HEALTH: • Signed CHC • Signed advantage dental form • Health Appraisal 	<ul style="list-style-type: none"> • Audit will be happening soon, staff review files to ensure documents are attached where appropriate

Next Meeting: February 16th 1:00 – 2:30 pm. Whiteaker room 7