

**Pasadena**  
**Site Based/Shared Decision-Making Committee Meeting Minutes – Virtual Meeting**

FACILITATOR: Karen Heitner  
 RECORDER: Audrey Young

DATE: 4/26/23

ISSUE/TOPIC	DISCUSSION/REPORTS ~ RECOMMENDATIONS/CONCLUSIONS ~ ACTIONS/FOLLOW UP
I. Call to Order, Review of Minutes	<p><b>Attendance:</b> Karen Heitner, Jodi Marchese, Scott Valentine, Audrey Young, Stacy Rogers, Stacy Sacks, Karen Goldberg, Jen Budiansky, Carrie Hamel, Amie Caulfield</p> <p><b>Absent:</b> Melissa Greenberg, Erica Sabatino</p> <p>The meeting began at 8:50 a.m.            No meeting minutes to approve.</p>
II. Old Business	<ul style="list-style-type: none"> <li>• No Old Business discussed</li> </ul>
III. New Business	<p><b>Building Updates</b></p> <ul style="list-style-type: none"> <li>• Head custodian, Mr. Valentine, opened by saying that we are still waiting for the Extension Permit. It is still pending in Albany. As soon as we get the permit, work will begin. The rest of the building is good.</li> <li>• Ms. Heitner reported that there is now mulch in the first courtyard. The gardening club planted vegetables in the raised beds in the second courtyard. PTA donated vegetables, herbs and flowers to our building.</li> </ul> <p><b>Technology</b></p> <ul style="list-style-type: none"> <li>• Our technology aide, Ms. Budiansky, discussed that the old smart boards have been replaced with new ones. Teachers are getting comfortable using them. Teachers should constantly update their computers. They should restart them not just sign out.</li> <li>• Ink for our printers should come to the school automatically under our contract, however big jobs should go to the copy center.</li> <li>• Printers have been an issue. If a printer constantly breaks, and it has to be fixed multiple times, the printers get replaced.</li> <li>• Ms. Heitner has reminded the teachers that if copies are over 25 copies, teachers should use the copy center. Every time we are down paper an there is no money left in the budget. We have to borrow money from other codes. The copy center has plenty of paper.</li> <li>• Ms. Heitner suggested to make a sign, "Think Before You Print".</li> <li>• Ms. Budiansky said that everyone has access to a smart TV. There is not a smart TV in the cafeteria or the gymnasium. There is a projector in the Library and Cafeteria.</li> </ul>

**Committees**

- Mr. Rivera and Ms. Drexel head the District Equity Committee. We want to establish a school that is equitable to all backgrounds, race, religion and learning.
- A Character Committee will be formed for next year to address character in all schools.
- Starting July 1, 2023, we will no longer use school messenger, remind and class DoJo. We will use Parent Square.

**Questions / Comments**

- There will be a training overview for the Parent Square App. Mr. Wiley will come to our last faculty meeting and talk about the app.

The meeting was adjourned at 9:07 a.m.