



*Maxwell Elementary School*

**School Site Council (SSC) Minutes**

<b>Meeting Date:</b> October 16, 2019	<b>Meeting Location:</b> School Library
<b>Starting Time:</b> 4:30	<b>Ending Time:</b> 5:30

**Participants: Elected SSC Council Members. All staff, parents and members of the public invited.**

<b>Item/Time Limit</b>	<b>Actions Requested</b>	<b>Person Responsible</b>	<b>Comments/Parent Advice</b>
<b>1. Call to Order (1 minute)</b>	<b>None</b>	<b>Chair</b>	Meeting was called to order at 4:35pm.
<b>2. Roll Call (1 minute)</b>	<b>None</b>	<b>Secretary</b>	Present: Debra Hetrick, Arlene Sandoval, Marialuiza Sanchez, jaclyn Gonzalez, Lesley Estrella, Katie Wilmot, Heather Schuchardt, Steven Flores, Robert Hurt, Casie Real Coleman.
<b>3. Additions/Changes to Agenda (_ min.)</b>		<b>Chair</b>	No changes to the agenda. Mr. Flores approved, Ms. Coleman second, all in favor of agenda.
<b>4. Reading and Approval of Minutes (_ min.)</b>		<b>Secretary</b>	May 2019 minutes were read. Ms. Coleman Approved, Mr. Hurt second all in favor approved minutes.
<b>5. Reports of Officers/Committees (_ min.)</b>		<b>Chair</b>	No reports from officers.
<b>6. Public Comment (_ min.)</b>	<b>*Not Applicable</b>	<b>Chair</b>	No public comment

**\*Under the Open Meeting Law, no action related to public comment may be acted upon at the meeting. Issues raised at the meeting may be scheduled for another SSC meeting, as approved by the council. Public comment is generally limited to two minutes per person.**

<b>7. Unfinished Business (_ min.)</b>		<b>Principal</b>	No unfinished business.
<b>8. New Business (_ min.)</b>	1. Duties, Terms,	<b>Chair/Prin.</b>	1. Duties, terms and expectations were discussed. By-laws were

**AGENDA MUST BE POSTED 72 HOURS PRIOR TO THE MEETING DATE**

	<p>Expectations in the by-laws. Review and edit.</p> <p>2. Elections of officers</p> <p>3. School Plan review/revision</p>		<p>reviewed, discussed, and edited. Ms. Estrella approved, Mr. Hurt second, all in favor of adding a sentence for an alternate member to the by-laws.</p> <p>2. Election of officers occurred. Katie Wilmot was voted president, Robert Hurt was voted vice president and jaelyn Gonzales was voted secretary.</p> <p>3. School plan was reviewed. An amendment to add the family liaison to the plan was discussed and voted on. Ms. Estrella approved, Ms. Sanchez second, all in favor for approval. Changes to the school plan budget will be discussed at the next meeting.</p> <p>4. Heather agreed to the the LCAP representative for Maxwell.</p>
<b>9. Adjournment (1 min.)</b>		<b>Chair</b>	meeting adjourned at 5:30pm.

**Prepared By: Debra Hetrick**  
(type name)

**(signature)**

**Date:** \_\_\_\_\_

**Attach sign-in sheet**