



Maxwell Elementary School

School Site Council (SSC) Minutes

Meeting Date: December 9, 2019	Meeting Location: School Library
Starting Time: 4:30	Ending Time: 5:30

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

Item/Time Limit	Actions Requested	Person Responsible	Comments/Parent Advice
1. Call to Order (1 minute)	None	Chair	
2. Roll Call (1 minute)	None	Secretary	Present: Debra Hetrick, Arlene Sandoval, Marialuiza Sanchez, Jaclyn Gonzalez, Lesley Estrella, Katie Wilmot, Heather Schuchardt, Steven Flores, Robert Hurt, Casie Real Coleman.
3. Additions/Changes to Agenda (_ min.)		Chair	Katie Wilmot motioned, Steven Flores 2nde, all in favor.
4. Reading and Approval of Minutes (_ min.)		Secretary	three typo's identified. Casie Real Coleman motioned to approve, Robert Hurt 2nd, all in favor.
5. Reports of Officers/Committees (_ min.)		Chair	no reports from officers
6. Public Comment (_ min.)	*Not Applicable	Chair	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.**

7. Unfinished Business (_ min.)	1. School plan: revised and edit	Principal	At the 10-16-19 meeting, approval for Family Liaison was approved. This meeting discussion on transfer of funds to the budget. Mari Sanchez
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			motioned to approve, Steven Flores 2nd, all in favor.
8. New Business (_ min.)	1. Family Engagement Plan 2. Parent School Compact 3. LCAP Survey 4. Needs Assessment Discussion	Chair/Prin.	1. Reviewed Family Engagement, katie Wilmot motioned to approve, Robert Hurt 2nd, all in favor. 2. Reviewed School Compact, revised to include “Dragon Way.” Heather Schuchardt motioned to approve, Jackie Gonzales 2nd, all in favor. 3. LCAP was filled out by all members and shared their top priorities. Ms. Hetrick collected to turn in to the district. 4. Discussed Needs Assessment training at the district on 1-13-2020. Members can attend if they wish. 4. Reviewed timeline for upcoming SSC meeting.
9. Adjournment (1 min.)		Chair	meeting adjourned at 5:35pm.

Prepared By: Debra Hetrick
(type name)

(signature)

Date: _____

Attach sign-in sheet



Send completed Agenda/Minutes and sign-in sheet to
School Name

School Site Council (SSC)

Legal Mandates and Recommendations

Date Accomplished:

	Election of SSC Council- Mandate
	Professional Development and Training for SSC-Roles and Responsibilities- Mandate
	Development of Bylaws- Recommended
	Develop Meeting Calendar for 2019-2020- Mandate
	Review Student Achievement Data- Mandate
	Monitor the Implementation of the School Plan for Student Achievement- Mandate
	Coordinate with the Safety Committee to approve the <i>School Safety Plan</i> - Mandate
	Complete a Comprehensive Needs Assessment, with identification of key areas for improvement- Mandate

	Evaluate the effectiveness of the School Plan for Student Achievement- Mandate
	Coordinate with ELAC to review programs for English learners- Mandate
	For newly identified CSI schools only: Revision of the School Plan for Student Achievement/ improvement plan- Mandate
	Obtain Recommendations from other school site advisory, standing and special committees regarding the focus of the School Plan for Student Achievement-Mandate
	Develop and approve School Plan for Student Achievement, in coordination with ELAC, approval of ELAC- Mandate