



Date Posted: \_\_\_\_\_

**Woodland Prairie Elementary  
School Site Council (SSC) Agenda/Minutes Template**

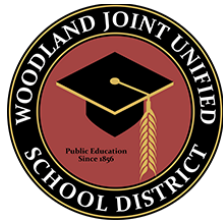
<b>Meeting Date:</b> February 4, 2020	<b>Meeting Location:</b> Prairie Library
<b>Starting Time:</b> 6:15	<b>Ending Time:</b> 7:30

**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>Principal</b>	Meeting was called to order at 6:20 PM by Scott Clary.
<b>2. Roll Call (1 minute)</b>	<b>None</b>	<b>Principal</b>	Roll was called. 9 members were present. Chiana Patterson, parent representative, was absent. She had informed the principal in advance that her absence was a possibility.
<b>3. Additions/Changes to Agenda (_ min.)</b>		<b>Principal</b>	There were no changes or additions to the agenda.
<b>4. Reading and Approval of Minutes (_ min.)</b>			The previous meeting was the final meeting of the 18-19 school year, so there were no minutes to be read at this meeting.
<b>5. Reports of Officers/Committees (_ min.)</b>			Officers had not yet been elected, and no committees had been appointed so there were no reports.  Socorro Lizarraga requested that the Screen Time Committee be resurrected as a committee at the February 19th.
<b>6. Public Comment (_ min.)</b>	<b>*Not Applicable</b>		Hanna Nelson, 2nd grade Dual Immersion teacher, introduced herself as a member of the public and requested the School Site Council discuss the budget.
<b>7. Unfinished Business (_ min.)</b>			This was the first meeting of the year, so there was no Unfinished Business to complete.

<p><b>8. New Business</b>  <b>a. Training materials</b>  <b>b. Parent Compact</b>  <b>c. Family Engagement Plan</b>  <b>d. Calendar</b>  <b>e. Election of Officers</b>          (_ min.)</p>		<p><b>Chair/ Principal</b></p>	<p>a. Scott Clary reviewed the training materials provided by the State and Federal programs department regarding the purpose and regulations regarding the role of School Site Council. The group discussed the information and made connections between the elements of their work for the year and the legal requirements.</p> <p>b. The group reviewed the Parent Compact and offered changes and alterations to multiple elements. The principal agreed to take the original document, make those changes, and bring back to the group at the next meeting on February 19th.</p> <p>c. The group reviewed the Family Engagement Plan. They offered minimal changes, and the principal agreed to make the suggested changes and bring back to the group at the next meeting on February 19th.</p> <p>d. The group agreed to future meeting dates, including 2 meetings in both February and March. This calendar will allow School Site Council to meet all its legal mandates.</p> <p>e. School Site Council elected Geovanni Linares as the chairperson and Fabiola Delgadillo as the secretary.</p>
<p><b>9. Adjournment</b>          (1 min.)</p>		<p><b>Chair</b></p>	

Prepared By: \_\_\_\_\_ (signature) \_\_\_\_\_



**Attach sign-in sheet**  
**Send completed Agenda/Minutes and sign-in sheet to**  
*Woodland Prairie Elementary*  
**School Site Council (SSC)**

### Legal Mandates and Recommendations

**Date Accomplished:**

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

AGENDA MUST BE POSTED 72 HOURS PRIOR TO THE MEETING DATE

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	For newly identified CSI schools only: Revision of the School Plan for Student Achievement/ improvement plan- <b>Mandate</b>
	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- <b>Mandate</b>