GUNN HIGH SCHOOL SITE COUNCIL

AGENDA
August 16th • 4:00-5:00 pm • Hybrid Meeting

Chairpersons:
Recording Secretary:

Meeting Norms:

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STANDING ITEMS	Call to Order	Facilitator	4:00 PM
	Open Forum: Members of the public may address the Council on non-agenda items.		5 minutes each
	Review and Approval of old minutes	All	5 minutes
NEW BUSINESS	Introductions & New Members: *Name and Why you are here*		10 min
	Purpose of Site Council Slides		10 min
	Identify Chairs: Staff Chair: Kat Catalano Parent Chair: Paul Little Student Chair: Jazmin Rodrigo Recording Secretary: Ethan Liang		10 min
	Meeting Dates Survey https://www.when2meet.com/?12543834-MFUuF	Kat	10 min
	Agenda Making Meeting	Wendy	5 min

	• Participants • Time/Date		

Schoolsite Council Meeting Requirements

Any meeting held by the SSC shall be open to the public, and any member of the public shall be able to address the council or committee during the meeting on any item within the subject matter jurisdiction of the council or committee (*EC*Section 35147[c][1]).

Notice of the meeting shall be posted at the meeting at the schoolsite, or other appropriate place accessible to the public, at least 72 hours before the time set for the meeting. The notice shall specify the date, time, and location of the meeting and contain an agenda describing each item of business to be discussed or acted upon (*EC* Section 35147[c][1]).

The SSC may not take any action on any item of business unless that item appeared on the posted agenda or unless the SSC members present, by unanimous vote, find that there is a need to take immediate action and that the need for action came to the attention of the SSC subsequent to the posting of the agenda (*EC* Section 35147[c][1]).

Questions or brief statements made at a meeting by members of the SSC or public that do not have a significant effect on pupils or employees in the school or school district, or that can be resolved solely by the provision of information, need not be described on an agenda as items of business. If a SSC violates the procedural meeting requirements of this section, upon demand of any person, the SSC shall reconsider the item at its next meeting, after allowing for public input on the item (*EC* Section 35147[c][2]).

Any materials provided to a SSC shall be made available to any member of the public who requests the materials pursuant to the California Public Records Act (*EC* Section 35147[d]).

Retention Requirements for Schoolsite Council Records

SSC records, materials, and supporting documents must be retained for a period of three years (2 *Code of Federal Regulations* 200.333[a]). The only exceptions are if any litigation, claim, or audit is started before the expiration of the 3-year period, the records must be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken.