



School Site Council  
Minutes  
February 10, 2026  
3:30PM-4:30PM  
Robert H. Down Elementary Library  
[Slide Deck](#)

- I. Call to Order-Erica Chavez called the meeting to order at 3:34pm
- II. Introductions- Erica Chavez , Lauren Banaszek , Tanya Fadem , Lauren Heflin, Caitlin Van Zanten and Emily Tsai Brownfield present
- III. Review and Approve Minutes from last meeting ([January 20, 2026](#))- Lauren Heflin moved to approve the minutes, Lauren Banaszek seconded. So approved at 3:38pm
- IV. Standing Items
  - A. Safety
    1. Safety Drills
      - a) February 6- Drop, Cover, and Hold On [Protocol Script](#)
      - b) March 18-Secure Campus [Protocol Script](#)
    - B. Culture of We Highlights
      1. Black History Month - 3rd-5th- Dr. Jeremias Zunguze
      2. Ramadan - 3rd-5th - February 25-Dinara Uissinbayeva
      3. PTA Read A Thon- January 26-February 6- update to come in Thursday newsletter but estimated that roughly \$12,000 was raised, \$9,000 of which the PTA gets to keep and allocate out to classrooms
      4. Book Night
      5. Book Swap
      6. Kindness Week- February 9-12
      7. Art Mural- two art teachers have been enlisted along with the school community to replace the current mural in the lobby. Each student would have the opportunity to contribute in some way to the mural
- V. New Business
  - A. [Chronic Absenteeism Data by Grade and Month](#)- January shows a drop in chronic absenteeism from December of this school year.
  - B. [NWEA MAP Data](#)
  - C. Review changes and approve [School Safety Plan for 2025-2026](#)
    - All updates highlighted in the link above but some specific updates discussed were:
      - updates made to the time that campus access is allowed to the public, which is after 5
      - updates also made to Justifiable Absence/ Independent Study data

- Discipline/referral updates given- alternative discipline/ in-school suspension (not being able to go on field trip for example) are preferred to traditional suspensions
  - updates also made to SB848 as well as Assembly Bill 49
  - updates made to language about technology safety and technology use guidelines
  - added Instructional Continuity Plan and Communication protocols in the event of school closure and/or emergency
  - data for the Healthy Kids Survey is slightly incorrect and will be updated to reflect correct numbers (ie. correct number of 5th grade students inputted)
- Erica Chavez moved to approve the school safety plan for 2025/26, Caitlin Van Zanten seconded. Motion approved at 4:27pm
- VI. Updates
- A. PTA
    - 1. Book Fair - February 23-27
    - 2. STEAM Night for RHD & FG at PGMS - March 12
- VII. Propose Topics for next meeting ([Link to SPSA Overview](#))
- A. SPSA Action Updates
  - B. SSC for 26-27
  - C. Review City of PG plans for safety in front of Robert Down
- VIII. Announcements
- A. IT Tech- Chuy Gomez
  - B. Next mtg- March 10, 2026
- IX. Adjournment- Erica Chavez adjourned meeting at 4:32pm