School Site Council
MINUTES
September 16, 2025
3:30PM-4:30PM
Robert H. Down Elementary Library
Slide Deck

I. Call to Order- Jessica Thompson called the meeting to order at 3:30pm, Jessica moved to approve the agenda, Erica seconded

II. Introductions- Lauren Heflin, Caitlin Van Zanten, Tanya Fadem, Jessica Thompson, Lauren Banaszek, Susannah Ashton, Erica Chavez, Alexis Shammas, Emily Tsai Brownfield present

III. Review and Approve Minutes from last meeting (August 19, 2025)- minutes approved 3:33pm

IV. New Business
   A. Review available data - a combination of current status and change from prior year in regards to chronic absenteeism and meeting grade level standards in terms of academic performance
      - Areas of improvement shown across most areas with the exception of students with disabilities, including those with IEP's, that have grown farther below the distance from the standard from the previous year in academic performance
      - Per the state data, no significant changes were made in the chronic absenteeism from 2024 to 2025. Emily would like to track attendance/independent study numbers each month and compare them to last year
      - Part of this data looks at suspension rates. As this is Emily's 2nd year as principal, no comparable data available on these numbers to her. Suspensions are not done lightly and only occur after acts of physical violence.
   B. Technology Committee- Link to Interest form. Link to list.- What are the goals we want to accomplish as a technology committee? Set goals for the committee to accomplish during the year. Using technology for educational purposes only and not just using technology for technology's sake.
      - Emily suggested cell phone use and personal family philosophies about cell phone use as a potential topic for promenade with the principal
   C. Safety and Safety Committee updates- Bike Rodeo with PTA- waiting to hear from PTA about whether or not there will be a bike rodeo this year

1. Big Five - Emily attended the Big Five conference and would like to go through the information presented at this conference with the safety committee
2. Schedule of Emergency Drills
    a) Next drill is Modified Lockdown on September 23 at 9:15AM
    b) Link to script.
    c) Standard Reunification Method- April 7th, 2026 there will be an offsite drill where the entire school will evacuate to PGMS. Parents can volunteer to pick up students from this offsite location for practice. More information to come on this.
3. District Safety Committee Mtg on Sept 30 5-7PM
    a) Updates
4. Traffic Safety Update
    a) Pine Avenue
    b) Spruce and 13th
    c) Request for parent volunteers

D. 1st day school supplies- feedback was positive from parent perspective, Erica mentioned that boxes felt cumbersome and wasteful but supplies were greatly appreciated

E. Culture of We Highlights
    1. National Hispanic Heritage Month September 15-October 15
    2. Constitution Day September 17- county judge coming to share a presentation on the constitution with 5th grade students

V. Propose Topics for next meeting
    A. CAASPP and ELPAC Data
    B. Chronic Absenteeism
    C. Beginning of Year Data
    D. Follow up on Technology Committee

VI. Announcements-PTA meeting tonight, Sept. 16th

VII. Adjournment- Jessica moved to adjourn, Susannah seconded. Meeting adjourned at 4:25pm