



School Site Council
MINUTES
November 18, 2025
3:30PM-4:30PM
Robert H. Down Elementary Library
[Slide Deck](#)

- I. Call to Order-Tanya Fadem, alternate for Erica Chavez Vice President, called the meeting to order at 3:30pm
- II. Public Comment-none
- III. Introductions-Susannah Ashton, Lauren Banaszek, Alexis Shammass, Christina Renteria, Tanya Fadem, Emily Tsai Brownfield, Jessica Thompson and Darla Vining present
- IV. Review and Approve Minutes from last meeting ([October 21, 2025](#))- Christina Renteria motioned to approve, Darla Vining seconded. minutes were approved
- V. Standing Items
 - A. Safety
 1. Safety Drills
 - a) November 13- Secure Campus
 - b) December 10- Shelter in Place- for environmental hazards, wildlife in the area-bobcat, mountain lion, etc.
 - (1) [Protocol](#)- clear students from halls and keep in classrooms, continue instruction, close doors and windows and take precautions as necessary
 - (2) [Script](#)- Emily reads a script and instructs teachers, staff, and students on protocol
 - B. Culture of We Highlights
 1. Cultural Proficiency Team Training- Emily Tsai Brownfield, Peggy Tobin, Erica Chavez, Heather Zungez, and Sonda Frudden make up the team
 2. Inclusive Practices training
 3. Classroom Visit- Native American Heritage Month
 4. Generous Donations providing for Families in Need
- VI. New Business
 - A. [CA School Dashboard- Released to Public on Thursday, Nov 13](#)
 - Goal is to have chronic absenteeism go down and academic achievement go up
 - Dashboard shows that no significant reduction made in chronic absenteeism across student population sub groups and in fact went up overall by 1.1%

- Academic achievement for 3rd-5th grade showed improvement in language arts and math across most sub groups
- Students with disabilities sub group remains in the orange level of performance color
- B. [Chronic Absenteeism Data by Grade and Month](#)
 - improvement by almost 4% from last October to this October
 - 5th grade chronic absenteeism is high compared to 2024-2025
- C. mClass DIBELS window Dec 1-12
- D. Technology Committee Update
 1. Would like Baseline data on how technology is being used?
 - a) Time- total time per day and time per session
 - b) Types of use- YouTube vs. adopted curriculum, academic programs, etc.
 - Active use vs. passive use- making a presentation vs. reading on the screen or making a video
 - c) How to get that data?
 - (1) Teachers
 - (a) What tech is available for students in the classroom?
 - (b) How is the technology used?
 - (c) How much time do students spend on technology passively?
 - (2) District
 - (3) Administrator
 2. Communication with parents- transparency for parents from the district on how technology is integrated into the classroom
 3. Next meeting will be January 8
 - Matthew Binder will present to the group at the next meeting
 4. Request for information
 - a) Guidelines
- E. Facilities Update
 1. Thursday, November 20 at 8:30AM
 2. Permanent 14x14 shade structure would cost between \$250,000 and \$500,000 and multiple would be required to cover entire lunch area, which would leave little else in the budget to make additional updates
 3. Nutrition department has money available in their budget for lunch tables that include shade
 - TK and K size tables with shade would also be included in updates if these are procured
 4. Other proposed updates are to: modify basketball courts, seating for outdoor classroom, space with shade for outdoor assemblies, some general accessibility modifications and landscaping, prioritize putting restrooms in high needs classrooms, make front entrance of school more accessible for everyone

VII. Updates

A. PTA

- Charleston Wrap fundraiser currently still on
- PTA membership drive currently in place as membership is significantly low
 - children, grandparents, businesses and other family members can join PTA through Totem website
 - Christina Renteria suggested that teachers could put a note in their newsletters to boost membership and highlight some of fun things classes get to do because of PTA funds
 - Darla Vining will reach out to fellow PTA board member about creating a teacher blurb that can be used in classroom newsletters

VIII. Propose Topics for next meeting ([Link to SPSA Overview](#))

A. SPSA goals overview

IX. Announcements

A. Garden Coordinator Transition- Farmer Keith took over for Heidi

B. First Day School Supplies Feedback

- Boxes became cumbersome for teachers and staff so Emily proposed that next year if there is a way to receive bulk supplies by grade level rather than individual boxes

C. Dine Out Event- Pacific Thai - November 18

D. [California Parent Survey](#)

E. Next School Site Council Meeting - January 13, 2026

X. Adjournment- Jessica Thompson adjourned the meeting at 4:38pm