



# School Site Council (SSC)

## Agenda/Minutes

### TITLE I AND NON-TITLE I SCHOOLS

#### Requirements and District Practices that need to be documented on SSC agenda and minutes with member signatures

Principal initial/date when item is completed	Timeline to Plan, schedule and include in Agenda/Minutes	Requirements and District Practices
	April/May or Sept./Oct.	<b>SSC Selection/Election</b> (Requirement)
	After the SSC election (by October)	<b>SSC Professional Development and Training</b> -Roles and Responsibilities for representatives elected (Requirement)
	After the SSC election (by October)	<b>SSC Meeting Calendar</b> for the school year (District Practice)
	August-October	<b>SSC plan and develop Single Plan for Student Achievement (SPSA)</b> including <b>ELAC</b> and other advisory committees (Requirement)
	August-January	<b>SSC annually review and revise the plan and proposed expenditure of funds</b> (Requirement)
	September-November	<b>SSC is informed of the Title I School's Annual Meeting to the Parents</b>
	September-November	<b>SSC develops Bylaws</b> (District Practice)
	Sept./Oct. or May/June	<b>SSC provides assistance with the development of the school level Parent Involvement Plan (PIP) and School Parent Compact</b> (Requirement)
	October	<b>SSC approves the SPSA</b> , sign and date Recommendation and Assurance Page (Requirement)
	December-February	<b>SSC approves School Accountability Report Card (SARC)</b> (Requirement)
	December to May	<b>SSC monitor the implementation of SPSA</b> (Requirement)
	January-February	<b>Mid-Year Evaluation</b> of the effectiveness of the Single Plan for Student Achievement (SPSA) (District Practice)
	June-August	<b>End of Year Evaluation</b> of the effectiveness of the Single Plan for Student Achievement (SPSA) (Requirement)
	At scheduled meetings	<b>SSC Review Student Achievement Data</b> (Requirement)
	At scheduled meetings	<b>SSC seek advisory from ELAC</b> – at site with 21 or more ELs, and other site advisory and special committees (Requirement)
	At scheduled meetings	<b>SSC provides advisory and feedback on expenditures using Local Control Funding Formula (LCFF)</b> (District Practice)
	Determined by School Safety Office	<b>SSC coordinates with the Safety Committee on the Safe School Plan</b> (District Practice)



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*School Name: Howe Avenue Elementary*

*School Year: 2025-26*

*Principal: Christina Allison*

*SSC Chair: RiziAnn Vargas*

<b>Meeting Date:</b> 11/13/2025	<b>Meeting Location:</b> Library
<b>Starting Time:</b> 1:15pm	<b>Ending Time:</b> 2:15pm

**Participants:** Elected SSC Council Members. All staff, parents and members of the public are invited. Submit sign-in sheet with the completed meeting minutes/notes.

Item/Time Limit	Actions Requested	Person Responsible
<b>1. Call to Order (1 minute)</b>		<b>Principal</b>
<b>Comments/Parent Advice</b> Principal Allison called the meeting to order at 1:17pm.		
<b>2. Roll Call (1 minute)</b>		<b>Principal</b>
<b>Comments/Parent Advice</b> <b>Present:</b> Principal Allison, Morgan Novick, Elizabeth Allan, Lindsey Jones, Carrie Behnke, Christine Teachout		
<b>3. Additions/Changes to Agenda (1 min.)</b>		<b>Principal</b> <b>None at this time</b>
<b>Comments/Parent Advice</b> Move to add site's comprehensive safety plan to the agenda. Carrie seconded the motion. All in Favor.		
<b>4. Reading and Approval of Minutes (0 min.)</b>		<b>Secretary</b> <b>None at this time (First Meeting)</b>
<b>Comments/Parent Advice</b> <b>None at this time (First Meeting)</b> Lindsey Jones volunteered to be SSC secretary and Morgan Novick will be backup secretary. Principal Allison called for a motion to approve, all were in favor.		
<b>5. Reports of Officers/Committees Recommendations from DELAC (7 min.)</b>		<b>Principal</b> ELAC Review from October Meeting
<b>Comments/Parent Advice</b>		



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Principal Allison Info shared about ELAC and the connection with SSC. Principal Allison reported out the ELAC Report – 34 students reclassified for English proficient. A record of students reclassified in 5th grade.

The ELAC meeting conducts a needs assessment that parents would like support for their multilingual learners. Shared with ELAC and SSC after completion for review with SPSA needs.

DELAC is our district-wide ELAC and they report back to our ELAC on district supports and needs. ELPAC testing was also discussed and shared on what the assessment looks like and how to support students. As well as attendance, was discussed at the October meeting.

<b>6. Public Comment (0 min.)</b>	<b>*Not Applicable</b>	<b>Chair None at this time</b>
<b>Comments/Parent Advice</b> None at this time		

**\*Under the Open Meeting Law, no action related to public comment may be acted upon at the meeting. Issues raised at the meeting may be scheduled for another SSC meeting, as approved by the council. Public comment is generally limited to two minutes per person.**

<b>7. Unfinished Business ( _ min.)</b>		<b>Principal</b>
<b>Comments/Parent Advice</b> None at this time		
<b>8. New Business ( 55 min.)</b>		<b>Chair/Principal Training on SSC Determine Roles for SSC Discuss SPSA/Budget</b>
<p style="text-align: center;"><b>Comments/Parent Advice</b></p> <p>Principal Allison shared Training on SSC</p> <ul style="list-style-type: none"> <li>● The school site council has decision making authority over the use of the funding that is allocated to the school.</li> <li>● The SSC annually reviews and updates the school plan.</li> <li>● SSC composition – half of members are school site, classroom teachers, school personnel (classified).</li> <li>● Elections – peer groups elect peer</li> <li>● Required documentation for every meeting.             <ul style="list-style-type: none"> <li>○ Agendas and minutes reflect decisions and posted.</li> </ul> </li> <li>● School conducts a comprehensive needs assessment and builds school plan from it.</li> <li>● SSC job is to monitor goals, actions and expenditures.</li> </ul> <p>Slideshow <a href="#">attached</a> on information shared as well as <a href="#">video</a> to view for more information.</p>		



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#### Comprehensive Site Safety Plan

VP Allan shared:

- Team met yesterday, general information about who is on the committee, the statement of school site’s safety.
- We have been looking at reducing the behaviors at the site. The site has been receiving training and PD around PBIS.
  - We did a data analysis from last year to this current time of year.
    - Numbers are trending in a downward direction and that is attributed what the site is implementing and receiving training and PD.
  - We adopted the PBIS goal which is to reduce behaviors by 3% from the previous school year.
    - Integrating social emotional lessons in the classroom
    - Social Emotional Lessons from a curriculum daily being implemented.

Morgan motions to approve, Principal Allison seconds. All Aye’s.

Roles:

Lindsey Jones-Secretary

Morgan Novick–Alternate Secretary

RizziAnn Vargas-Chair

Kristin Martin–Alternate Chair

Discussed next meeting we will review SPSA and budget proposals from PKS from HR and fiscal–Decemebr 15th @ 2:30pm

<b>9. Adjournment (1 min.)</b>		<b>Chair</b>
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**Comments/Parent Advice**

Principal Allison motions to adjourn the meeting. Carrie seconds. All Aye’s. Next meeting December 15<sup>th</sup> at 2:30pm.

Prepared By: Christina Allison (signature) \_\_\_\_\_ Date: 11/13/25  
 (type name)

Attach sign-in sheet

Send completed Agenda/Minutes and sign-in sheet to the Office of Student Learning Assistance

Questions: [gwyn.dillenger@sanjuan.edu](mailto:gwyn.dillenger@sanjuan.edu)



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