



School Site Council
MINUTES
August 19, 2024
3:30PM-4:30PM
Robert H. Down Elementary Ottertorium

- I. Call to Order at 3:33 pm by Emily Tsai Brownfield
- II. Introductions of individuals present at meeting from 3:34-3:39 pm
Present: Emily Tsai Brownfield, Marisa Alt, Lauren Banaszek, Jessica Thompson, Lauren Davis, Darla Vining, Katie Wrolstad, Erica Chavez (virtually)
- III. Review and Approve Minutes from last meeting (May 20, 2024) at 3:40 pm
 - Approval of 2024-2025 SPSA done by an email vote due to lack of quorum
 - No need for approval due to lack of minutes.
- IV. New Business
 - A. Elect new members and officers from 3:54-4:00 pm
 1. Chairperson- role is to preside over all meetings, etc.
 - Jessica self-nominated to be chairperson, Lauren Davis seconded the motion
 2. Vice-Chairperson- sub-represent chairperson
 - Darla self-nominated to be vice chairperson, Erica Chavez seconded the motion
 3. Secretary- keep meeting minutes
 - Lauren B. self nominated to be the secretary, Jessica seconded the motion
 - B. [Orientation to Council function](#) / [Robert's Rules of Order](#) from 3:40-3:48 pm
 - ELAC will provide info to SSC
 - C. Review, revise and adopt agenda [calendar for the year](#) from 4-4:02 pm (?)
 - Katie W. made a motion to to approve calendar, Jessica seconded the motion
 - SSC agenda will be included in the SMORE newsletter
 - D. Review Council [by-laws](#) and plan revisions as necessary. From 3:48-3:54 pm
 - Revise by-laws to minimum of a total of 10 votes and to reflect the current Ed Code regarding parent/staff involvement
 - E. Review [School Plan](#) and [LCAP](#) from 4:02-4:19 pm
 - In orange for chronic absenteeism on CA Dashboard
 - What can we do to encourage families to take vacations during school breaks?
 - Discussed 4 school goals, will focus on 1 at each meeting

- V. Propose Topics for next meeting from 4:19-4:25 pm
 - Safety, CAASPP, revise by-laws to be approved, tech tools/tech audit
 - Serve intervention kids, differentiate/challenge

- VI. Announcements
 - Parent workshop 8/21 6-6:30
 - Sign-up for Butterfly Bazaar
 - Walk with P.R.I.D.E.
 - ELD meetup of newcomers

- VII. Adjournment at 4:27 pm
 - Katie W. made a motion to adjourn and Lauren D. seconded the motion
 - The next meeting will be held Monday 9/16/24 at 3:30 pm in the RHD Ottertorium