

**STEM Preparatory Elementary School
School Site Council Minutes
Meeting 1: August 30, 2023**

I. Opening Items

A. Welcome and Introduction (R. Dakhil)

B. Call the Meeting to Order

- a. R.Dakhil calls the meeting to order at 3:50pm

C. Record Attendance and Guests

a. Members present:

- i. Darrel Davenport
- ii. Kathy Hernandez
- iii. Shoushi Li
- iv. Iris Lucero
- v. Crystal Verno
- vi. Megan Haddad
- vii. Cynthia Sandoval
- viii. Gabriela Botello
- ix. Rasha Dakhil
- x. Gill Hot
- xi. Wesley King

b. Members not present:

- i. Yamileth Cortez
- ii. Lorina Kegler
- iii. Alexa Ortiz

D. Initial Public Comment

- a. No comments from the public.

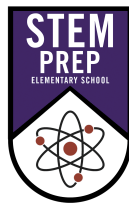
II. Items Scheduled for Action or Discussion

A. Introduce the School Site Council

- a. The School Site Council (SSC) is the group of elected people with the responsibility for developing, evaluating and updating the Single Plan for Student Achievement (SPSA) and reviewing and updating the Local Control Accountability Plan (LCAP).
 - i. Final approval of SPSA (budgets) and ensure they are aligned
 - ii. Approves SPSA and accompanying budget

B. Election Results

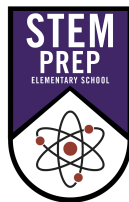
- a. Parents/Community Members:
 - i. Yamileth Cortez
 - ii. Darrel Davenport



- iii. Kathy Hernandez
- iv. Shoushi Li
- v. Iris Lucero
- vi. Crystal Vernon
- b. Staff
 - i. Megan Haddad (2nd grade teacher)
 - ii. Lorina Kegler (1st grade teacher)
 - iii. Alexa Ortiz (1st grade teacher)
 - iv. Cynthia Sandoval (5th grade teacher)
 - v. Gabriela Botello (School Counselor)
 - vi. Rasha Dakhil (Site Coordinator)
 - vii. Gill Hot (Principal)
 - viii. Wesley King (Alternate member)

C. Review and Adoption of Bylaws

- a. Article I: Duties of the SSC
 - i. Obtain recommendations for, and review of, the proposed Single Plan for Student Achievement (SPSA) from all school advisory committees (ex: ELAC)
 - ii. Provide ongoing review of the implementation of the SPSA with the principal, teachers, and other school staff members
 - iii. Annually evaluate the progress made toward school goals to raise the academic achievement of all students
- b. Article II: Members
 - i. The SSC shall be composed of 12 members, selected by their peers, as follows:
 - 1. 3 Classroom teachers (plus one alternate)
 - 2. 2 Other school staff member
 - 3. 6 Parents or community members
 - 4. School principal
 - ii. 1 year commitment for each member
- c. Article III: Officers
 - i. There are 4 elected positions: Chairperson; Vice-Chairperson; Secretary & Co-Secretary
 - 1. Chairperson: Run the meeting
 - 2. Vice Chairperson: substitute for the chairperson in their absence
 - 3. Secretary/Co-secretary: Takes attendance, take notes of meetings, keeps a list of names and contact information for all council members
- d. Article IV: Committees
 - i. The SSC may establish and abolish subcommittees of its own membership to perform duties as shall be prescribed by the SSC. At least



one member representing staff and one member representing parents shall make up the subcommittee.

- ii. 2021-22 SSC formed the Parent Engagement Subcommittee that meets monthly to promote family engagement and brainstorm fundraising ideas.
- e. Article V: Meetings of the SSC
 - i. The SSC shall meet at least four times per year.
 - ii. Meetings will be held over Zoom.
 - iii. A Quorum is necessary. A majority of the members of the SSC shall constitute a quorum.
- f. Article VI: Amendments
 - i. An amendment of these bylaws may be made at any regular meeting of the SSC by a vote of $\frac{2}{3}$ of the members present.
 - ii. Written notice of proposed amendment must be submitted to SSC members at least 3 days prior to the meeting.
- g. R. Dakhil moves to approve the bylaws. 11 out of 11 members vote to approve the bylaws.

D. Roles & Expectations

a. Introduction to Roles

- i. Chairperson: R. Dakhil nominated. Nomination accepted.
- ii. Vice chairperson: D. Davenport nominated. Nomination accepted. C. Vernon nominated. Nomination accepted.
- iii. Secretary: D. Davenport. Nomination not approved. G. Botello nominated. Nomination accepted.
- iv. Co-Secretary: I. Lucero nominated. Nomination accepted.

b. Election of Officers

- i. Chairperson: R. Dakhil voted in unanimously with 11/11 votes
- ii. Vice-Chairperson: C. Vernon voted in with 7/11 votes.
- iii. Secretary: G. Botello voted in unanimously with 11/11 votes
- iv. Co-Secretary: I. Lucero voted in unanimously with 11/11 votes

III. Closing Items

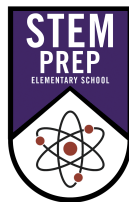
A. Announcements

- a. In SSC this year, We will be discussing Parental Involvement, Pupil Engagement, and School Climate (all engagement focused)
- b. Reviewed meeting dates for this school year

B. Next Meeting - Wednesday, September 27, 2023 @3:45PM

C. Adjourn Meeting

- a. R. Dakhil calls to adjourn the meeting at 4:26pm.



**STEM Preparatory Elementary School
Minutos del Consejo Escolar
Reunión 1: 30 de Agosto de 2023**

I. Artículos de apertura

- A. Bienvenida e Introducción (R. Dakhil)
- B. Llame a la reunión al orden
- C. [Registro de asistencia e invitados](#)
- D. Comentario público inicial

II. Artículos programados para acción o discusión

- A. Presente el Consejo Escolar
- B. Resultados de las elecciones
- C. Revisión y Adopción de [estatutos](#)
- D. Roles y expectativas
 - a. Introducción a los roles
 - b. Elección de oficiales

III. Artículos de cierre

- A. Anuncios
- B. Próxima Reunión - Miércoles, 27 de Septiembre de 2023 a las 3:45pm
- C. Clausura de la reunión