



*Zamora Elementary*

**School Site Council (SSC) Agenda/Minutes September**

<b>Meeting Date:</b> 9/18/2023	<b>Meeting Location:</b> Zamora Library
<b>Starting Time:</b> 3:15	<b>Ending Time:</b> 4:10pm

**Participants: Elected SSC Council Members. All staff, parents and members of the public invited.**

<b>Item/Time Limit</b>	<b>Actions Requested</b>	<b>Person Responsible</b>	<b>Comments/Parent Advice</b>
<b>1. Call to Order (1 minute)</b>	<b>None</b>	<b>Chair</b>	Principal-Amanda Walsh
<b>2. Roll Call (1 minute) Indicate those present</b>	<b>None</b>	<b>Secretary</b>	Janet Matheison, Amanda Walsh, Veronica Tafoya, Laura Ziegler, Hilda Herrera(absent), Rebecca Long, Brittney Wright, Erin Horn, Vanessa Martinez, Sarah Cardenas
<b>3. Additions/Changes to Agenda (1 min.)</b>		<b>Chair</b>	No additions or changes were made to the agenda. Principal reviewed all aspects of the school agenda and asked team for additions and changes before moving to vote.
<b>4. Reading and Approval of Minutes (5 min.)</b>		<b>Secretary</b>	No meeting minutes available from previous meeting. Check with Sandra Crough for Site Council minutes from 2022-2023. New administrator and turn over, in the 2022-2023 school year, so documentation is limited.
<b>5. Reports of Officers/Committees (10 min.)</b>		<b>Chair</b>	No reports by committee members/site council members this meeting.

6. Public Comment (5 min.)	*Not Applicable	Chair	No public comment.
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**\*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.**

7. Unfinished Business (0 min.)	NA	Principal	No unfinished business. After watching the Site Council video, administrator reviewed the purpose and mission behind Site Council and asked for questions/clarifications from the Site Council members.
8. New Business (45 min.) <ul style="list-style-type: none"> <li>● Review, modify, and approve the safety plan</li> <li>● Review SSC expectations and roles (<a href="#">Video</a>)</li> <li>● Elect officers (chair, secretary, LCAP rep (non staff))</li> <li>● Review and approve bylaws (if applicable)</li> <li>● Develop and approve calendar</li> <li>● Review 23-24 SPSA</li> </ul>	Elect officers  Approve bylaws  Approve calendar	Chair/Principal	Principal reviewed the calendar. November date was changed to 11/6 to accommodate parent conference week. Calendar is passed. Unanimous approval.  School Site Council Bylaws-check with Danielle Sharp for previous Bylaws and Zamora School Drive. Administrator could not find current Bylaws.  Officers elected: Chair: Erin Horn, Secretary, Rebecca Long, and LCAP Rep: Janet Mathiesen- unanimous approval  Review of Safety Plan for the 2023-2024 school year: Safety plan approved. Unanimous vote. Discussion of Safety Plan and next steps for implementation as well as concerns brought up by members: *Concerns regarding uneven blacktop around the school which are a safety concern. Wheelchair safety. Room 10-a drain/trench needs to be filled in-which may or may not affect drainage. *Nature center and garden center need to be cleaned up and we need to make sure it is safe for students.  *Safety plan-do the intercoms work in all rooms. It is good to have a safety plan but we need to ensure that all staff need to know exactly what to do. Review before November safety drills. We need more trainings, different

Date Posted:

			scenarios introduced to ensure all staff know what to do when a real emergency arises on the campus.
<b>9. Adjournment (1 min.)</b>		<b>Chair</b>	Meeting adjourned at 4:10pm

Prepared By:     Amanda Walsh    

~~(signature)~~ *Amanda Walsh*

Date:   9/18/2023  

\*All meeting materials available after the meeting. Contact the school office at 530-666-3641 for materials.