

Villa Park Elementary School Site Council
Meeting & Minutes
October 17, 2016

Meeting called to order at 2:35pm by Raeanne Little.

Welcome and Introductions

New members: Wendy McGrane (Parent), Jody McGuire (Parent), Ana Gutierrez-Olivarez (Parent), Suzette Miller (Teacher), and Karin Fujitani (Teacher)

Returning members: Cynthia Hicks (Parent), Jennifer Cisneros (Parent), Tammy Williams (Teacher), and Gina O'Dowd (Classified)

Ex-officio member: Raeanne Lopez-Little (Principal)

Karin Fujitani was absent and Sharon Houlihan attended in her place.

Tammy Williams excused at 2:59pm.

Confirmation of Membership

Motion made for the School Site Council (SSC) to formally approve SSC members by Ana Gutierrez-Olivarez, seconded by Cynthia Hicks, all in favor.

Officer roles, Chairperson, Vice Chairperson & Secretary

Raeanne Little distributed the roles and responsibilities of the SSC members to review and solicit questions. Jennifer Cisneros was asked if she would continue her role as Secretary from 2015-2016. She accepted. Raeanne Little then asked if any members would like to accept the role of Chairperson and Jody McGuire stated he would step into the role.

Motion made for the SSC to formally approve Jody McGuire as SSC Chairperson by Raeanne Little, seconded by Ana Gutierrez-Olivarez, all in favor.

A request was then made for a Vice Chairperson, which Cynthia Hicks offered to fill.

Motion made for the SSC to formally approve Cynthia Hicks as SSC Vice Chairperson by Jody McGuire, seconded by Mrs. Houlihan, all in favor.

School Site Council Purpose and Responsibilities

SSC members were asked to review the SSC By Laws. A recommendation was made to review the By Laws and pass one motion to approve all discussed changes/edits by Jody McGuire.

Motion made for the SSC to formally change the By Laws by the next scheduled SSC meeting to reflect the following changes by Jody McGuire, seconded by Ana Gutierrez-Olivarez, all in favor.

- **Article II: Change “2 Other school staff members” to 1 Other school staff member”**
- **Article II: Remove “shall be an ex officio member of the school site council**
- **Article III, Sectary Shall: Change “and to the following other persons: Larry Hausner, principal” to “and to the principal.”**
- **Article III, Section B: Amend “The officers shall be elected annually, at the back to school night meeting of the school site council...” to “The officers shall be elected within the first 6-weeks of school of the school site council...”**
- **Article III, Section C: Change “...two-thirds vote of all the members.” to “...two thirds vote of all the School Site Council members.”**
- **Article V, Section A: Change “The school site council shall meet regularly on the ___ school day of each month” to “An agreed upon calendar will be determined at the first school site council meeting and posted on the school website.”**

Schedule of Meetings for 2016-2017

Raeanne Little explained that two requirements of the SSC was to approve the schools Single Plan for Student Achievement (SPSA) and the School Safety Plan. There has been a shift in when the approved SPSA is due to the district office and does not align with the proposed 2016-2017 meeting schedule. Raeanne Little requested the SSC meet prior to the next scheduled meeting on Monday, November 7, 2016. All members agreed to meet on Friday, October 28, 2016 at 2:30pm. Raeanne Little agreed to send a draft of the SPSA to the SSC members the week of October 24th for review prior to the our meeting.

SSC 2016-2017 meeting schedule:

October 17, 2016

October 28, 2016

January 30, 2017

February 27, 2017

March 27, 2017

April 24, 2017

All meetings are held at 2:30pm in the school library and open to the public. The agenda will be posted at the school and on the website 72 hours prior to the meeting.

Uniform Complaint Policy Notification/FAPE

Raeanne Little distributed OUSD Uniform Complaint Policy Notification and Student Fees, Donations, and Fundraising Guidelines Compliance.

Preview and input regarding Single Plan for Student Achievement (SPSA)

In order to prepare the SSC members for the draft SPSA plan, Raeanne Little provided and reviewed the OUSD Theory of Action, 8 Areas of State Priority, VPE All Student SBAC Growth, Low SES Subgroup SBAC Growth, SBAC Results for EL

students, SRI Proficiency Data, SMI Data, VPEs Response to the Data and Next Steps, and VPEs Theory of Action.

Communications to the VPE School Site Council

None

Public Address

None

Discussion/Questions

How do people know when meetings are held?

Raeanne Little: The dates are posted in the office and on the websites

Will the library still be open on Fridays for Reading Counts?

Gina O'Dowd: There was very little participation; however, the library is open until 2:45pm.

Will the library continue to pass out the Reading Counts dog tags?

Raeanne Little: Yes, Mr. Kuli is working on them.

Meeting adjourned at 3:53pm.