

Academy for Academic Excellence  
School Site Council/English Learner Advisory Committee  
Regular Meeting Minutes  
Tuesday, September 23, 2025

**1. Call to Order** – Chet Richards 3:46 pm.

**2. Roll Call**

First Name & Last Name	Representing	Start Term	End Term	Attendance
Chet Richards	Principal	09/07/2018		Present
Kathryn Lucas	Teacher	10/24/2024	10/17/2024	Absent
Kristel Sanders	Teacher	10/24/2024	10/17/2024	Absent
Varteni Krikorian	MS/HS Vice Principal	09/23/2025	10/17/2024	Absent
Maria Fierro	Class. Staff	09/23/2025	09/23/2027	Present
April Vincent	Parent	09/23/2025	09/23/2027	Absent
Maya Rivas	Parent	09/23/2025	09/23/2027	Present
Tina Caro	Parent	09/23/2025	09/23/2027	Present
Elizabeth Chapman	Student	09/23/2025	09/23/2027	Present
Ward Halwani	Student	09/23/2025	09/23/2027	Present
Davina Hightower	Student	09/23/2025	09/23/2027	Present
Alyana Gonzalez	Student	09/23/2025	09/23/2027	Present
Isaac Chavira	Student	09/23/2025	09/23/2027	Present

**3. Public Comments**

No public comments were submitted.

**4. SSC Business**

**Approval of Minutes:** Minutes from the previous meeting were reviewed and approved. Motion: Maria Fierro Second: Elizabeth Chapman Vote: All in favor – motion carried.

**Assignments & Roles:**

Chairperson: Isaac Chavira (self-nominated; approved by vote)

Vice Chairperson/Co-Chair: Elizabeth Chapman (self-nominated; approved by vote)

Secretary: [Insert if assigned or to be assigned next meeting]

ELAC Representative: Alyana Gonzalez

Co-ELAC Representative: Davina Hightower

Members were informed that SSC/ELAC terms are two-year commitments. The Chairperson will collaborate with the Principal to set meeting agendas and sign official documents. The Vice Chairperson will serve in the Chair's absence. The ELAC Representative and Co-Representative will help ensure compliance and alignment with ELAC responsibilities.

## **5. Member Updates**

Mr. Richards reviewed the role and purpose of SSC/ELAC, noting that during the last meeting, members approved the LCAP, dress code, and cell phone policy. A brief overview of the LCAP funding structure and allocation was provided, explaining how funds are used to support academic programs and student needs.

## **6. ELD Planning Updates**

Mr. Richards provided an overview of current English Language Development (ELD) initiatives:

New curriculum has been purchased for this school year to enhance implementation across all grade levels, including English classes and elementary instruction. Staffing: ELD teachers confirmed — Ms. Western (High School) and Ms. Foulks (Middle School). There are Professional Development Incentives: \$5,000 for completion of ELA C1 training and \$3,500 credential reimbursement with an additional \$1,500 stipend for testing out. Alejandra Gonzalez was hired as the ELD paraprofessional, focusing on student interventions and supporting ELD instructors.

Mr. Richards mentioned no new ELD initiatives are currently pending: Homeroom structure was discussed, emphasizing the need for consistency and lesson alignment and Classified staff meeting frequency was noted as an area for improvement, currently held only three times a year.

## **7. Comprehensive School Safety Plan Review**

Mr. Richards stated that the Comprehensive Safety Plan will be reviewed and signed in January or February. Members discussed previous revisions, including areas identified for correction.

The distinction between the public version and the internal confidential version of the plan was explained, highlighting confidentiality requirements for safety purposes.

## **8. Updates**

### **a. Mojave River Wash Project:**

Mr. Richards provided an update on the Mojave River Wash Project, which affects school property extending to Highway 18 and the Mojave River. Approximately 70% of the land is non-buildable due to floodplain restrictions. Erosion control walls and a new bridge are being constructed. A permanent fence has been installed to deter trespassing and wildlife movement. The improvements aim to enhance safety and protect the school's property line.

### **Additional Discussion Topics:**

- Review of the cell phone policy: currently allows use during passing periods and breaks; teachers maintain phone boxes for instructional time.
- Attendance policy reminders: progressive letters after three absences, with meetings scheduled after the tenth.
- Dress code policy discussed; emphasis on implementation consistency and maintaining focus on learning rather than appearance.

### **Adjournment**

Motion to Adjourn: Isaac Chavira. Second: Elizabeth Chapman. Meeting Adjourned: 4:34 PM  
Next Meeting Date: Tuesday, October 28, 2025