

Academy for Academic Excellence  
School Site Council/English Learner Advisory Committee  
Regular Meeting Minutes  
Monday, December 15, 2025 (Rescheduled meeting)

**1. Call to Order** – Isaac Chavira 3:42 pm.

**2. Roll Call**

First Name & Last Name	Representing	Start Term	End Term	Attendance
Chet Richards	Principal	09/07/2018		Absent
Kathryn Lucas	Teacher	10/24/2024	10/17/2024	Present
Kristel Sanders	Teacher	10/24/2024	10/17/2024	Present
Varteni Krikorian	MS/HS Vice Principal	09/23/2025	10/17/2024	Present
Maria Fierro	Class. Staff	09/23/2025	09/23/2027	Present
April Vincent	Parent	09/23/2025	09/23/2027	Present
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	Absent
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 comment.

Cancellation of the 12/9 meeting due to lack of quorum prompted this rescheduled meeting date.

**4. SSC Business**

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

**5. PLC & CHK**

There are four teachers in charge of PLC (Professional Learning Communities) working together with Heather Muir, AAE's Coordinator of Assessment & Program Evaluation. One teacher representing High School departments, one representing the Middle School grade levels, and two teachers from Elementary representing Lower and Upper levels. This team looks at data and scores to determine how to incorporate it the right way.

Capturing Kids Hearts (CKH) is being implemented throughout the school. Both certificated and classified staff have attended training, although not everyone has had the opportunity yet, the school is working on scheduling more training for the rest of the staff. The goal is to build relationships using positive input.

Students like it and participate in it. There is a plan to utilize homerooms to talk about CKH lessons and to continue implementing them.

## **6. ELD Planning Updates**

2/1/26-5/31/26: ELPAC testing for all EL students; AAE's Coordinator of Assessment & Program Evaluation will be working on a schedule this next month.

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

The updates to the current safety plan were presented and approved by this Council/Committee.

Pg. 5	Vision	All mentions of Mojave Campus have been removed
Pg. 15	Active Shooter	Police Department collaborated on this update. Revisions included clarifying procedures when an individual is not identified, specifying the importance of confirming location, and identifying locations if the individual is reported to have a student.
Pg. 25	Social Emotional & Support Resources	Was approved by our Counselors.
Pg. 28	Lockdown Procedure	Use Catapult system, including text messages.
Pg. 37	Phone numbers	Updated
Pg. 39	Chart	AAE's Nurse leading First Aid, and Attendance Clerk leading Accountability and Release
Pg. 42	Levels of Emergency	Steps to identify levels of emergency were added
Pg. 43	Staff Actions	Use Catapult, notify Principal
Pg. 46	Armed Assault: Staff Actions	Added types of weapons, how to describe the situation on the phone (location, # of children, principal actions, etc.)
Pg. 58	Suicide Prevention	Added details – Policy procedure
Pg. 63	Unlawful Demonstration or Walkout	Procedure was added

Motion to approve: Ward Halwani. Second: Elizabeth Chapman. Vote: All in favor – motion carried.

## **8. Updates**

Space Force ROTC program scored 100% during their Unit Evaluation.

An award night is scheduled for Mock Trial on Feb. 4<sup>th</sup>.

## **Adjournment**

Motion to Adjourn: April Vincent. Second: Ward Halwani.

Meeting Adjourned: 4:36 PM

Next Meeting Date: Tuesday, January 13, 2025