



Maxwell Elementary
October 2025 - School Site Council (SSC) Agenda/Minutes

Meeting Date: 10/28/25	Meeting Location: In Person - Room A1 Virtual - Google Meets
Starting Time: 3:05 pm	Ending Time:

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

Item/Time Limit	Actions Requested	Person Responsible	Comments/Parent Advice
1. Call to Order (1 minute)	None	Chair	
2. Roll Call (1 minute)	None	Secretary	Present: Elizabeth Cortez-Menendez, Teresa Wheeler, Maria Maciel, Alex Craig, Cris Mendoza, David Zendejas Absent: Sequoia Penn and Alma De La Cruz
3. Additions/Changes to Agenda (1 min.)	None	Chair	

4. Reading and Approval of Minutes (5 min.)		Secretary	SSC Agenda 2025-2026
5. Reports of Officers/Committees (10 min.)		Chair	Reports from Youth Advisory Council: Met today at 12:45. There were 12 students in attendance. They discussed safety and attendance (what makes us feel safe and how to improve attendance). They would feel safer with window coverings. Students do not feel safe in the parking lot because adults are not being safe. They would like to work on ways to make the parking lot safe. They would like to see positive recognition in order to improve attendance - more activities during lessons, more choice with lunch, fun Friday kinds of things, and more structured PE. These things will be shared with teachers during staff meetings. Safety Committee: Met this month. The parking lot was another area of concern. The Great American Shakeout was discussed. Safety wagons were used. Practice lockdowns. Gate keys should be getting out to teachers so we can safely exit the gates. Cafecito, Conchas and Conversation Committee: This happened today. They discussed parent involvement and being included. The parents are excited to see some of the things that went away during Covid. They also discussed the parking lot issues. Discussed with parents about the need to get fingerprinted. Possible having teachers after school open / close yellow gates to not allow cars. Some cars are double parked, blocking other people in, Cars blocking buses, Parents are crossing the street with no cross walk over by kindergarten.

			Possible get volunteers from the church, or retired persons, or parent volunteers
6. Public Comment (5 min.)	*Not Applicable	Chair	

***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	Schedule SSC Meetings for the year. The Safety Plan moved to later date. First review is due November 21, 2025
8. New Business (45 min.) • Make budget adjustments to Single Plan when final entitlements and carryovers are known • Develop and approve calendar • Review 24-25 SPSA • Modify Single Plan for Student Achievement based on student achievement information and analysis and evaluation		Chair/Principal	Money has been allocated to improve the front office area in order to become ADA compliant and to help with the workflow with our attendance clerks. This is a big ticket item, but will help with our current needs. Approved new calendar with tentative dates.

provided in September			
9. Adjournment (1 min.)		Chair	

Prepared By: Elizabeth Menendez (signature) _____
(type name)

Date: _____



Date Posted 9/26/25

Rhoda Maxwell Elementary

September 2025 - School Site Council (SSC) Agenda/Minutes

Meeting Date: 9/30/25	Meeting Location: Maxwell Elementary Library (Plus Google Meets) Room A1
Starting Time: 3:01PM	Ending Time: 4:10 pm

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

Item/Time Limit	Actions Requested	Person Responsible	Comments/Parent Advice
1. Call to Order (1 minute)	None	Principal/ Chair	Welcome
2. Roll Call (1 minute) Indicate those present	None	Secretary	Roll: Present: Elizabeth Menendez (Principal) ,David Zendejas ,Alec Craig ,Theresa Wheeler ,Alma De La Cruz , Cristina Mendoza ,Maria Maciel Absent: Sequoia Penn , Diana Lomeli
3. Additions/Changes to Agenda (1 min.)	None	Chair	Scheduling of meetings for the year will take place at our second meeting in October.
4. Reading and Approval of Minutes (5 min.)	N/A	Secretary	Minutes were read and approved
5. Reports of Officers/Committees (10 min.)	N/A	Chair	Shared reports from Youth Advisory Council, Safety Committee and Cafecito, Conchas and Conversation Committee

Item/Time Limit	Actions Requested	Person Responsible	Comments/Parent Advice
1. Call to Order (1 minute)	None	Principal/Chair	Welcome
6. Public Comment (5 min.)	N/A	Chair	None

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7. Unfinished Business (0 min.)	N/A	Principal	No unfinished business
8. New Business (45 min.) - Review, modify, and approve the safety plan - Review SSC expectations and roles (Video) - Elect officers (chair, secretary, LCAP rep (non staff)) - Review and approve bylaws (if applicable)	Elect new members and officers Review Orientation to School Site Council for new members Review, revise and adopt meeting calendar for the year	Chair/Principal	Safety Plan was moved to later on in the year. First draft review is due November 21, 2025. New Members & Roles: - Alec Craig was elected Chair. - Maria Maciel will serve as ELCAP Representative. - David Zendejas was elected Secretary. • Training & By-Laws: - Members viewed the SSC Training Video presented by Danielle Sharp. - Reviewed and discussed the SSC By-Laws to ensure all members understand their responsibilities. Safety & CPR Training Suggestion: Alma De La Cruz, serving as an employee representative and working at Maxwell as a noon-duty aide and crosswalk guard, suggested that staff receive CPR training. - She also raised additional campus safety concerns she has witnessed during her

• Develop and approve calendar • Review 24-25 SPSA	Review student academic achievement data from previous spring Review annual evaluation Approve Bylaws Approve calendar: Tuesday of the Month		duties; these concerns were acknowledged and taken into consideration by the council and administration. • SPSA Budget Discussion: • Reviewed current allocations and discussed moving funds to better support areas of greatest student need. • Goal 4: Leadership & Engagement for Student Benefit – members recommended increasing funding to strengthen student-leadership and engagement opportunities. • Student Academic Needs: • Administration shared that the largest areas of academic need continue to be Math, followed by English/Language Arts. • Training & By-Laws: • Scheduling Change: • Per administration request, future SSC meetings will now be held on Tuesdays to align with site scheduling needs.  Maxwell Elementary – School Site Council (SSC) Meeting ...
		Chair	Alec Craig

Prepared By: Lesley Estrella (signature) LE
(type name)

Date: _____

*All meeting materials available after the meeting. Contact the school office at Elizabeth.Menendez@wjusd.org for materials.