

25 - 5 - SSC Meeting Minutes
February 26, 2026
4:00pm – 4:30pm

Members Present: Trish Kawahara, Kelly Virgillito, Jenna Asplund, Lisa Guglielmelli, Ed Pan, Azima Subedar, Vianca Wong, Kevin Coley, Barbara Jones

Members Not Present: Lisa Perotti, Tori Johnson

Others Present: Doug Merian

Others Not Present: Cami Severson

4:07 – Meeting Called to Order: Ed Pan

Meeting called to order by Co-Chairperson, Ed Pan.

4:08 - Attendance/Roll Call: Barbara

Roll call of those in attendance and confirmed those present.

We have a quorum for voting.

4:09 - Questions/Public Comments: Ed Pan

None

4:10 - Review Minutes: Barbara

Minutes from the 1/22/26 meeting were sent to members for review prior to this meeting. Kelly V. motioned to approve the minutes. Jenna A. 2nd the motion to approve the minutes.

All in favor - Yes

Any opposed - None

Motion passed. Barbara will post Minutes to the website.

4:11 - Presentation of SPSA: Trish

SPSA (School Plan for Student Achievement) will be due April, 2026.

Trish shared a slide show and reviewed the Goals. We will approve the plan our meeting in March.

Goal 1 Proposed:

K-5 ELA to 80% Proficiency - use district screeners & Caaspp to measure results

25 - 5 - SSC Meeting Minutes
February 26, 2026
4:00pm – 4:30pm

Goal 2 Proposed:

SPED - sub group - 5% closer by Spring 2027 for grades 3-5 - use Caaspp to measure results.

4:26 - Schedule Meetings - Barbara

Our next meeting will be in March at 4:00. Date to be Determined. Barbara will send out an email with 2 dates to pick from. 3/19/26 or 3/26/26. We will discuss and vote on the School Plan for Student Achievement Due April 2026.

Agenda and minutes will be sent out prior.

4:28 - Comments / Questions - Ed Pan

None

4:30 - Meeting Adjourned - Ed Pan

Ed asked for a motion to adjourn the meeting.

Lisa G. motioned to adjourn the meeting.

Azima S. 2nd the motion to adjourn the meeting.

All in favor - Yes

Any opposed - None

Meeting adjourned at 4:31

[ByLaws](#) (May 2023)

Job Descriptions:

Chairperson

The school site council chairperson shall preside at all meetings of the school site council and may sign letters, reports and other communication of the school site council. In addition, the chairperson shall perform all duties incumbent to the office of the chairperson and other such duties as may be prescribed by the school site council. Duties of the school site council chairperson shall include:

25 - 5 - SSC Meeting Minutes
February 26, 2026
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- Meeting or conferring with the principal to set site council meeting schedule and agendas.
- Managing site council roster and meeting attendance.
- Facilitating school site council meetings.
- Reviewing site council meeting minutes.
- Maintaining school site council page on Sycamore Valley Elementary website.
- Publicizing site council meetings, agendas and meeting minutes in Shark Bites and school site council page on Sycamore Valley Elementary website.
- Organizing and facilitating the annual election process for new site council members.
- Maintaining school site council bylaws.
- Providing information to new council members (e.g. site council bylaws, Robert's Rules of Order).
- Appointing members to standing and/or special committees if necessary.
- Attending school district meetings as required.

Co-chairperson

The school site council Co-chairperson will follow the duties of the Chairperson in their absence.

Secretary

The secretary shall keep the minutes of the meetings, both regular and special, of the school site council and transmit them to the chairperson and principal for review. Additional duties may include recording attendance at each site council meeting, updating the school calendar with meeting dates, acting as the custodian of the school site council records, certifying site council election results with chairperson and performing all other duties which may be assigned to the office by the chairperson or by the school site council.

Parliamentarian

A parliamentarian serves as an expert consultant and adviser on the rules and procedures, providing nonpartisan guidance to the presiding officer and members to ensure meetings are conducted fairly, efficiently, and in accordance with governing documents. Their role involves interpreting rules like [Robert's Rules of Order](#), advising on procedure during meetings, and assisting with the preparation and review of bylaws and other governing documents.