



Date Posted 9/26/25

*Rhoda Maxwell Elementary*

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

|                              |                                                                                    |
|------------------------------|------------------------------------------------------------------------------------|
| <b>Meeting Date:</b> 9/30/25 | <b>Meeting Location:</b> Maxwell Elementary Library (Plus Google Meets)<br>Room A1 |
| <b>Starting Time:</b> 3:01PM | <b>Ending Time:</b> 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                                                                                                                                                                                          |
|--------------------------------------------------------------------|-------------------|-----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. Call to Order</b><br><b>(1 minute)</b>                       | <b>None</b>       | <b>Principal/<br/>Chair</b> | Welcome                                                                                                                                                                                                         |
| <b>2. Roll Call</b><br><b>(1 minute)</b><br>Indicate those present | <b>None</b>       | <b>Secretary</b>            | <b>Roll:</b><br><br><b>Present:</b> Elizabeth Menendez (Principal) ,David Zendejas ,Alec Craig ,Theresa Wheeler ,Alma De La Cruz , Cristina Mendoza ,Maria Maciel<br><b>Absent:</b> Sequoia Penn , Diana Lomeli |
| <b>3. Additions/Changes to Agenda</b><br><b>(1 min.)</b>           | <b>None</b>       | <b>Chair</b>                | Scheduling of meetings for the year will take place at our second meeting in October.                                                                                                                           |
| <b>4. Reading and Approval of Minutes</b><br><b>(5 min.)</b>       | N/A               | <b>Secretary</b>            | Minutes were read and approved                                                                                                                                                                                  |
| <b>5. Reports of Officers/Committees</b><br><b>(10 min.)</b>       | N/A               | <b>Chair</b>                | Shared reports from Youth Advisory Council, Safety Committee and Cafecito, Conchas and Conversation Committee                                                                                                   |

AGENDA MUST BE POSTED 72 HOURS PRIOR TO THE MEETING DATE

| 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                   |

**\*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.**

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| 7. Unfinished Business (0 min.)                                                                                                                                                                                                                                                                                        | N/A                                                                                                                                                           | Principal       | No unfinished business                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>8. New Business ( 45 min.)</b> <ul style="list-style-type: none"> <li>Review, modify, and approve the safety plan</li> <li>Review SSC expectations and roles (<a href="#">Video</a>)</li> <li>Elect officers (chair, secretary, LCAP rep (non staff))</li> <li>Review and approve bylaws (if applicable)</li> </ul> | Elect new members and officers<br><br>Review Orientation to School Site Council for new members<br><br>Review, revise and adopt meeting calendar for the year | Chair/Principal | <p>Safety Plan was moved to later on in the year. First draft review is due November 21, 2025.</p> <p><b>New Members &amp; Roles:</b></p> <ul style="list-style-type: none"> <li>Alec Craig was elected <b>Chair</b>.</li> <li>Maria Maciel will serve as <b>ELCAP Representative</b>.</li> <li>David Zendejas was elected <b>Secretary</b>.</li> </ul> <p><b>• Training &amp; By-Laws:</b></p> <ul style="list-style-type: none"> <li>Members viewed the <b>SSC Training Video</b> presented by <b>Danielle Sharp</b>.</li> <li>Reviewed and discussed the <b>SSC By-Laws</b> to ensure all members understand their responsibilities.</li> </ul> <p><b>Safety &amp; CPR Training Suggestion:</b></p> <ul style="list-style-type: none"> <li><b>Alma De La Cruz</b>, serving as an employee representative and working at Maxwell as a <b>noon-duty aide and crosswalk guard</b>, suggested that <b>staff receive CPR training</b>.</li> <li>She also <b>raised additional campus safety concerns</b> she has witnessed during her</li> </ul> |

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| <ul style="list-style-type: none"> <li>• <b>Develop and approve calendar</b></li> <li>• <b>Review 24-25 SPSA</b></li> </ul> | <p>Review student academic achievement data from previous spring Review annual evaluation</p> <p>Approve <a href="#">Bylaws</a></p> <p>Approve calendar: Tuesday of the Month</p> |              | <p>duties; these concerns were <b>acknowledged and taken into consideration</b> by the council and administration.</p> <ul style="list-style-type: none"> <li>• <b>SPSA Budget Discussion:</b> <ul style="list-style-type: none"> <li>• Reviewed current allocations and discussed <b>moving funds</b> to better support areas of greatest student need.</li> <li>• <b>Goal 4: Leadership &amp; Engagement for Student Benefit</b> – members recommended <b>increasing funding</b> to strengthen student-leadership and engagement opportunities.</li> </ul> </li> <li>• <b>Student Academic Needs:</b> <ul style="list-style-type: none"> <li>• Administration shared that the <b>largest areas of academic need</b> continue to be <b>Math</b>, followed by <b>English/Language Arts</b>.</li> </ul> </li> <li>• <b>Training &amp; By-Laws:</b></li> <li>• <b>Scheduling Change:</b> <ul style="list-style-type: none"> <li>• Per administration request, future SSC meetings will now be held on <b>Tuesdays</b> to align with site scheduling needs.</li> </ul> </li> </ul> <p> Maxwell Elementary – School Site Council (SSC) Meeting ...</p> |
|                                                                                                                             |                                                                                                                                                                                   | <b>Chair</b> | 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](mailto:Elizabeth.Menendez@wjusd.org) for materials.