

**25 - 3 - SSC Meeting Minutes**  
**December 11, 2025**  
**4:00pm – 4:30pm**

**Members Present:** Trish Kawahara, Lisa Perotti, Kelly Virgillito, Jenna Asplund, Azima Subedar, Kevin Coley, Tori Johnson, Barbara Jones

**Members Not Present:** Lisa Guglielmelli, Vianca Wong, Ed Pan

**Others Present:** Doug Merian

**Others Not Present:** Cam Severson

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**4:02 – Meeting Called to Order: Lisa Perotti**

Meeting called to order by new Chairperson, Lisa Perotti.

**4:03 - Attendance: Barbara**

Roll call of those in attendance and confirmed those present.

**4:04 - Questions/Public Comments: Lisa Perotti**

None

**4:04 - Review Minutes: Barbara**

Minutes from the 11/13/25 meeting were sent to members for review prior to this meeting. Barbara asked for a motion to approve the minutes as presented. Trish Kawahara motioned to approve the minutes. Azima Subedar 2nd the motion to approve the minutes.

All in favor - Yes

Any opposed - None

Motion passed. Barbara will post Minutes to the website.

**4:05 - Presentation of CSSP: Trish**

**CSSP (Comprehensive School Safety Plan)** will be due January 30, 2026.

Trish shared a slide show and reviewed the Goals. We will meet in January to approve the new goals.

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**Proposed Goals:**

Attendance - improve by .75% 96.27% to 97.0%

Safety - Gates - monitor them - ensure they are working properly.

24/25 Goals Update - Pave the Path between the 2nd and 3rd grade quads.

Remove the gates between the 2nd and 3rd grade quads. - Completed.

Attendance - 96.4% to 97%. We reached 96.27%.

**4:23 - Followup From Previous Agenda: Trish**

Trish followed up on agenda items from the November 13, 2025 meeting.

Vapa Update: This year \$141,455 80% to staffing and 20% to supplies.

Facility Rating: We earned a Fair rating. Compared to other schools, the Sycamore rating of Fair is good and inline with other schools.

**4:29 - Schedule Meetings - Lisa Perotti**

Our next meeting will be in January at 4:00. Date to be Determined. Barbara will send out an email with 2 dates to pick from. 1/15/26 or 1/22/26. We will discuss the Safety Plan and approve the safety goals. Due January 30, 2026.

Agenda and minutes will be sent out prior.

**4:30 - Comments / Questions - Lisa Perotti**

None

**4:30 - Meeting Adjourned - Lisa Perotti**

Lisa asked for a motion to adjourn the meeting.

Azima S. motioned to adjourn the meeting.

Barbara J. 2nd the motion to adjourn the meeting.

All in favor - Yes

Any opposed - None

Meeting adjourned at 4:31

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[ByLaws](#) (May 2023)

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**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:

- 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.

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***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.