

25 - 4 - SSC Meeting Minutes
January 22, 2026
4:00pm – 4:30pm

Members Present: Trish Kawahara, Lisa Perotti, Jenna Asplund, Lisa Guglielmelli, Ed Pan, Vianca Wong, Kevin Coley, Tori Johnson, Barbara Jones

Members Not Present: Kelly Virgillito, Azima Subedar

Others Present: Doug Merian

Others Not Present: Cam Severson

4:03 – Meeting Called to Order: Lisa Perotti

Meeting called to order by Chairperson, Lisa Perotti.

4:04 - Attendance/Roll Call: Barbara

Roll call of those in attendance and confirmed those present.

We have a quorum for voting.

4:05 - Questions/Public Comments: Lisa Perotti

None

4:05 - Review Minutes: Barbara

Minutes from the 12/11/25 meeting were sent to members for review prior to this meeting. Barbara asked for a motion to approve the minutes as presented.

Lisa Perotti motioned to approve the minutes. Ed Pan 2nd the motion to approve the minutes.

All in favor - Yes

Any opposed - None

Motion passed. Barbara will post Minutes to the website.

4:07 - Presentation of CSSP: Trish

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

Trish sent the comprehensive plan to the Site Council Members prior to the meeting for their review. Reminded them, this is a confidential document.

Trish shared a slide show and reviewed the Goals.

Proposed Goals:

25 - 4 - SSC Meeting Minutes
January 22, 2026
4:00pm – 4:30pm

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

Make phone calls & hold meetings with families, encourage Independent Study Contracts, post attendance rate in the newsletter.

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

= Loose Gravel - seal the loose gravel to reduce slip and falls.

4:21 - Any Questions: Lisa P.

No one had questions. Lisa asked for a motion to approve the Safety Plan as presented. Barbara motioned to approve the plan. Jenna A. 2nd the motion.

All in favor - Yes

Any opposed - None

Motion passed.

4:23 - Schedule Meetings - Lisa Perotti

Our next meeting will be in February or March at 4:00. Date to be Determined. Barbara will send out an email with 2 dates to pick from. 2/26/26 or 3/05/26. We will discuss the School Plan for Student Achievement Due April 2026.

Agenda and minutes will be sent out prior.

4:25 - Comments / Questions - Lisa Perotti

None

4:26 - Meeting Adjourned - Lisa Perotti

Lisa asked for a motion to adjourn the meeting.

Lisa G. motioned to adjourn the meeting.

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

All in favor - Yes

Any opposed - None

Meeting adjourned at 4:27

[ByLaws](#) (May 2023)

25 - 4 - SSC Meeting Minutes
January 22, 2026
4:00pm – 4:30pm

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.

25 - 4 - SSC Meeting Minutes
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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.