

**25 - 2 SSC Meeting Minutes**  
**November 13, 2025**  
**4:00pm – 4:47pm**

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

**Members Not Present:** Lisa Guglielmelli, Kelly Virgillito

**Others Present:** Cami Severson, Doug Merian

**Others Not Present:** n/a

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**4:03 – Meeting Called to Order: Trish**

Meeting called to order by Trish.

**4:04 - Attendance: Barbara**

Rollcall of those in attendance and confirmed those present.

**4:05 - Questions/Public Comments: Trish**

None

**4:06 - Review Minutes: Barbara**

Minutes from the 09/18/25 meeting were sent to members for review prior to this meeting. Barbara asked for a motion to approve the minutes as presented. Lisa P. motioned to approve the minutes. Vianca 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 SARC: Trish**

**SARC (School Accountability Report Card)** will be due in November 2025.

Trish shared a slide show for the 24/25 school year in review. Most of the information is automatically filled by the district office.

Facility Rating is “Fair” - we are in line compared to other schools in the district.

**4:22 - Test Scores: Trish**

Trish shared a slide show with CAASPP score overview. Scores are doing well

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and improving. Goal #1 ELA to improve by 5 points. Yes we met this goal. Goal #3 Close the gap between ELA/SPED scores. Not yet met, but getting closer. We expect scores to be better next year as we have implemented WIN and intervention times.

**4:29 - VAPA - Prop 28: Trish**

VAPA is for Visual Art funding. Trish shared a slide show with details regarding funding and spending of VAPA money. This is a 3 year grant and we have 3 years to spend the allocation of funds. We are in good shape for funding for Art and Music TK-2nd.

**4:39 - Selection of Officers: Trish / Barbara**  
Chair / Co-Chair / Secretary / Parliamentarian

Chair - Lisa Perotti

Co-Chair - Ed Pan

Secretary - Barbara Jones

Parliamentarian - Azima Subedar

Requested a motion to approve the officers for the 25/26 school year.

Vianca motioned to approve the officers for the 25/26 school year. Azima second the motions.

All in favor - Yes

Any opposed - None

Motion passed. The officers will be posted on the website.

**4:41 - Schedule Meetings - Trish/ Barbara**

Our next meeting will be sometime in December at 4:00. Date to be Determined. We will discuss the Safety Plan and select 2 safety goals. Due in February 2026.

Agenda and minutes will be sent out prior.

**4:42 - Comments / Questions - Trish/ Barbara**

Trish spoke about the Fire Alarm that occurred today during 1st grade lunch time. Everyone followed directions. Pleased with the students.

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**4:36 - Meeting Adjourned - Barbara/Trish**

Barbara Jones asked for a motion to adjourn the meeting.

Lisa P. motioned to adjourn the meeting.

Ed 2nd the motion to adjourn the meeting.

All in favor - Yes

Any opposed - None

Meeting adjourned at 4:37

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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.

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***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.