Montevideo SCHOOL SITE COUNCIL (SSC) MEETING AGENDA & MINUTES

Meeting Details & Overview

General Information	
School Name:	Montevideo Elementary School
Date & Time:	September 15, 2026, 2:45–3:45 pm
Location / Meeting Link:	Virtual Link

1. Welcome, Roll Call & Quorum Check

Kathleen Martins called the meeting to order at 2:45 pm.
Quorum Status: 14 out of 14 council members present with 1 guest. **Quorum**

Member Name	Representation Group	Attendance
Kathleen Martins	Principal	[X] Present [ ] Absent
Michelle Hayden	Classroom Teacher	[X] Present [ ] Absent
Elizabeth Lemmon	Classroom Teacher	[X] Present [ ] Absent
Janelle Melin	Classroom Teacher	[X] Present [ ] Absent
Russell Downie	Parent/Community	[X] Present [ ] Absent

Member Name	Representation Group	Attendance
Jennifer King	Parent/Community	[X] Present [ ] Absent
Tiffany Uhri-Chu	Parent/Community	[X] Present [ ] Absent
Samira Ataie	Parent/Community	[X] Present [ ] Absent
Lauren Burgoyne	Parent/Community	[X] Present [ ] Absent
Prashant Chandrasekhar	Parent/Community	[X] Present [ ] Absent
Joy Gath	Classified Staff Member	[X] Present [ ] Absent
Shannon King	Classified Staff Member	[X] Present [ ] Absent
Jenny Becker/Jill Bond	PTA	[X] Present [ ] Absent
Kayla Speaks	Mustang Fund	[X] Present [ ] Absent
Jackie Carr	Visitor	[X] Present [ ] Absent
		[ ] Present [ ] Absent

2. Approval of Agenda

- **Adjustments / Additions:** Note any additions or state "Agenda accepted as presented

    - Motion to approve Elizabeth Lemmon.
    - Second - Shannon King

- **Outcome:** [X] Approved by general consensus [ ] Approved with revisions

3. Reports & Advisory Updates

Report Category	Presenter	Key Highlights & Discussion

Principal's Update	Kathleen Martins	Welcome/Introductions
		SSC Overview—as prepared by the district
		• Representatives chosen by peers
		• Terms according to bylaws (2 years): Some are serving for 3 years to offset ½ of the representatives.
		  ○ 3-year terms—Prashant C. and Tiffany Uhri-Chu ending in 26-27
		  ○ Russ Downie, Lauren Burgoyne, Samira Ataie, and Jennifer King ending 27-28
		• Composition of Site Council
		  ○ 50% Parents
		  ○ 50% Staff
		  ■ 10% Principal
		  ■ 30% Certificated
		  ■ 10% Classified
		• Officers:
		  ○ Chairperson—Kathleen Martins
		  ○ Co-Chairperson - Tiffany Uhri-Chu

Report Category	Presenter	Key Highlights & Discussion
		○ Parliamentarian - Russ Downie ○ Secretary - Open ● Responsibilities ○ Revise/update school goals, improvement strategies, and expenditures ○ Revise/update SPSA ○ Ensure that school goals are legally compliant. ○ Measure effectiveness of improvement strategies and expenditures ○ Maintain documentation of all SSC actions and activities for 3 years ● District Responsibilities ○ Provide assessment data, information on standards, staffing, purchasing & accounting services, and school climate data. ● Follow Rules of Order ○ Open to public ○ The public may address the council ○ Meeting agenda posted 72 hours in advance ○ Action limited to posted agenda ○ Questions or additional information do not need to be on

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		the agenda. ○ Minutes posted publicly ○ Violations require the item to be reconsidered at the next meeting after public input. ● By-Laws ○ Each school has its own bylaws ○ Reviewed and revised each year ○ Must be on the school website ● Records—Must be kept for 3 years ○ Elections ○ Agendas and meeting minutes ○ Evidence of advisory groups ○ Prior school plans ● Committees ○ May appoint committees ○ Would like a safety, data, and bylaw committee ● Title 1 School this year ○ Letter goes out to family ○ Meeting held with families ○ Paperwork signed by families ○ The district decides how it is spent. ○ Using funds for an instructional specialist. She works with Title 1 students. ● 3 Things SSC Approves ○ Comprehensive School Safety

Report Category	Presenter	Key Highlights & Discussion
		Plan (CSSP) ■ About 75% filled in by district / 25% by school ■ Due November ■ For Safety Committee • School Accountability Report Card (SARC) ○ Ensures full compliance with the California Department of Education standards. ○ Work on it in October ○ Vote in November • SPSA ○ Due in January for the 2027-28 school year. **<u>Approval of 2026/27 Dates</u>** • Tuesday, October 20, 2026 • Tuesday, November 10, 2026 • Tuesday, January 19, 2027 • Tuesday, March 16, 2027 • Tuesday, April 13, 2027 **Motion to accept meeting dates as stated above:** Motion: Samira Ataie 2nd: Tiffany Uhri-Chu **Approved**

Report Category	Presenter	Key Highlights & Discussion
		<u>Prop 28 Approval</u> **Motion to accept the Prop 28 budget as written.** Motion: Samira Ataie 2nd: Janelle Melin **Approved**
Budget	JoyGath Kathleen Martins	**<u>Site Budget</u>** ● Questions about format and "place holding" ● Question on why we pull out 10% of class donations: ○ Extra supplies, laminating, large paper rolls, binding machine, paper cutters, etc. ● Concerns about the low percentage of participation. ● Discussion about parents bringing supplies for classrooms. ○ Teachers discussed downsides ■ Supplies do not arrive in a timely manner. ■ Great discrepancy in what is received.

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		■ Not all students bring in the needed supplies. The teacher then has to buy them. ● Prashant mentioned that Iron Horse seems to have a particularly effective way of handling matching gifts. ○ He will send the Iron Horse emails to Jackie for more information. ○ Jackie mentioned that it is very difficult to change employers once a parent has already signed up on Future Fund. **<u>Mustang Fund Spending</u>** ● The meeting is tomorrow, **Wednesday, Sept 16.** ● Kathleen encouraged site council members to attend and give feedback. ● They will be discussing funding extra para-educator hours. This option was something that the teachers preferred over increased library hours. ● Currently, our librarian has two jobs and cannot increase her hours at this time. This issue will be discussed at the Mustang Fund meeting. Table for now. ● Jill Lam is the new resource para. She is funded by the district.

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		• Shannon King replaced Jill Lam as the Rainbow para. She has previously held this position. Shannon started on 9/15. Rainbow hours are currently set for 15 hours/week.
		• There was a question about when the health clerk started receiving benefits and who is paying for them.
		  ○ Kathleen clarified that some benefits are paid for by the district and some are paid by the Mustang Fund. (62.5% Montevideo, 37.5% District)
		  ○ Additional Information—The current health clerk started receiving benefits in November of the 2025-26 school year.

Officers	Kathleen Martins	Chairperson: Kathleen will be in this role per district guidelines **Motion to approve Tiffany Uhri-Chu as the co-chairperson.** Motion: Kathleen Martins 2nd: Samira Ataie **Approved**

Report Category	Presenter	Key Highlights & Discussion
		Secretary—The position is open. Joy will continue to take notes until the position is filled. **Motion to approve Russ Downie as the parliamentarian.** Motion: Kathleen Martins 2nd: Janelle Melin **Approved**

Committees	Kathleen Martins	• Looking to form committees for:
		  ○ Bylaws
		  ○ Safety
		  ○ Data
		• These committees will meet with Kathleen outside of the site council meetings.
		• Committees will meet a couple of times a year.
		• Interested committee members
		  ○ Bylaws—Tiffany Uhri-Chu and Samira Ataie
		  ○ Safety—Russ Downie and Prashant Chandrasekar
		  ○ Data—Prashant Chandrasekar
		  ○ Lauren Burgoyne is interested in helping on any committee.

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Goals	Kathleen Martins	2026/2027 SPSA Goals
		• Kathleen presented goals that were developed last school year.
		• Each goal is aligned with strategic directions from the district
		  ○ Social-emotional
		  ○ Equity
		  ○ Deep Learning
		Goal 1: Attendance/chronic absenteeism
		Goal 2: Overall Math Achievement
		• Percentages shown are of students who were proficient at the end of the year.
		• The numbers for this year seemed to have gone up. We will share the initial performance data at the October School Site Council Meeting.
		Goal 3: Multilingual Learner Performance
		• Our goal is to stay green this year (we have recently moved from orange to green and want to keep up the progress.)

4. Open Forum / Public Comment Period—No comments

- **Summary of Response or Follow-up Needed:** None

Meeting Adjourned: 4:00 PM

Next Meeting: October 20, 2026