



Woodridge Elementary

# School Site Council Agenda/Minutes

*Agenda / Actas del Consejo Escolar*

## Date & Time (Fecha & Hora)

10/08/2025

2:30 PM

## Location (Ubicación)

Zoom

## Zoom Link (Enlace de Zoom)

<https://twinriversusd-org.zoom.us/j/86894856644>

ID: 868 9485 6644

## 2025 - 2026, Elected SSC Members *Miembros Electos de SSC*

<b>Non-staff: Parents/Community Member/Students (Please note Year 1 or 2 of membership) <i>No Personal: Padres/Miembros de la Comunidad/Estudiantes (Por favor indique Año 1 o 2 de afiliación)</i></b>		<b>Present / Absent <i>Presente/ Ausente</i></b>
Parent	Rosa Avila (Year 2)	
Parent	Krystal Ferguson (Year 2)	
Parent	Jessica Lopez (Year 2)	
Parent	Brittany Clark (Year1)	
Parent	Sara Borges (Year 1)	
<b>Alternates (Alternativos):</b>		
<b>*Parents/Community Members that are employees of the school may not serve as a parent member of the site council. (Student reps are for secondary sites only)</b> <b>*Los Padres/Miembros de la Comunidad que son empleados de la escuela no pueden servir como padres miembros del consejo escolar. (Los representantes de alumnos son sólo para escuelas secundarias).</b>		
<b>Staff: Principal or Designee/Teachers/Other Staff (Please note Year 1 or 2 of membership) <i>Personal: Director(a) o Designado(a)/ Maestros/ Otro Personal (Por favor indique Año 1 o 2 de afiliación)</i></b>		<b>Present / Absent <i>Presente/ Ausente</i></b>
<b>Principal/Designee: <i>Directora(a)/ Designado(a):</i></b> Suzen Holtemann/ Dave Janowicz		
<b>Teacher: <i>Maestro(a):</i></b> Sonya Conner (Year 1)		
<b>Teacher: <i>Maestro(a):</i></b> Chris Dufour (Year 2)		
<b>Teacher: <i>Maestro(a):</i></b> Maria Betts Year 2)		
<b>Other Staff: <i>Otro Personal:</i></b> Yessi Guerrero (Year 1)		
<b>Alternates: <i>Alternativos:</i></b> Milana Gaus (Year 1)		
<b>*Teachers must be the majority</b> *Los maestros deben ser mayoría		

[illegible]

**Council Business** *Asuntos del Consejo*

New Members (Nuevos Miembros)

**Chairperson**  
*Presidente***Summary of Action Taken**  
*Resumen de Medidas Adoptadas*



Elect Officers (Elegir a Funcionarios)

**Chairperson**  
*Presidente***Summary of Action Taken**  
*Resumen de Medidas Adoptadas*

Member Training (Formación de Miembros)

TRUSD SSC Member Training  
Sept. 24, 2025  
5-6pm**Chairperson**  
*Presidente***Summary of Action Taken**  
*Resumen de Medidas Adoptadas*

**Required Document Review & Approve:** *Revisión y Aprobación de Documentos Requeridos:*

<p>Bylaws (Reglamentos)</p> <p>Review, adjust and adopt bylaws.</p> <p>1  Attachment</p>	<p><b>Chairperson</b> <i>Presidente</i></p>	<p>I move to approve the <i>Propongo aprobar a la</i></p> <p>Person <i>Persona:</i></p> <p>Second <i>Se secundó:</i></p> <p>In favor <i>A favor :</i></p> <p>Oppose <i>En contra:</i></p> <p>Abstain <i>En abstención:</i></p> <p>Motion: Pass or Fail: <i>Moción: Aprobada o Rechazada</i></p>
<p>Parent Involvement (Participación de Padres)</p> <p>Review, adjust and adopt parent involvement policy.</p> <p>1  Attachment</p>	<p><b>Chairperson</b> <i>Presidente</i></p>	<p>I move to approve the <i>Propongo aprobar a la</i></p> <p>Person <i>Persona:</i></p> <p>Second <i>Se secundó:</i></p> <p>In favor <i>A favor :</i></p> <p>Oppose <i>En contra:</i></p> <p>Abstain <i>En abstención:</i></p> <p>Motion: Pass or Fail: <i>Moción: Aprobada o Rechazada</i></p>
<p>N/A</p>	<p><b>Chairperson</b> <i>Presidente</i></p>	<p>I move to approve the <i>Propongo aprobar a la</i></p> <p>Person <i>Persona:</i></p> <p>Second <i>Se secundó:</i></p> <p>In favor <i>A favor :</i></p> <p>Oppose <i>En contra:</i></p> <p>Abstain <i>En abstención:</i></p> <p>Motion: Pass or Fail: <i>Moción: Aprobada o Rechazada</i></p>
<p>N/A</p>	<p><b>Chairperson</b> <i>Presidente</i></p>	<p>I move to approve the <i>Propongo aprobar a la</i></p> <p>Person <i>Persona:</i></p> <p>Second <i>Se secundó:</i></p> <p>In favor <i>A favor :</i></p> <p>Oppose <i>En contra:</i></p> <p>Abstain <i>En abstención:</i></p> <p>Motion: Pass or Fail: <i>Moción: Aprobada o Rechazada</i></p>

**Document Review:** *Revisión y de Documentos*

Other  Present and discuss: School Data (Attendance, Discipline, CAASPP and SPSA Goals/Actions)	<b>Chairperson</b> <i>Presidente</i>	<b>Summary of Action Taken</b> <i>Resumen de Medidas Adoptadas</i>
N/A	<b>Chairperson</b> <i>Presidente</i>	<b>Summary of Action Taken</b> <i>Resumen de Medidas Adoptadas</i>

**School Plan For Student Achievement (SPSA)** *Plan Escolar para el Rendimiento Académico de los Estudiantes (SPSA)*

N/A	<b>Chairperson</b> <i>Presidente</i>	I move to approve the <i>Propongo aprobar a la</i>  Person <i>Persona:</i> Second <i>Se secundó:</i> In favor <i>A favor :</i> Oppose <i>En contra:</i> Abstain <i>En abstención:</i> Motion: Pass or Fail: <i>Moción: Aprobada o Rechazada</i>
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<b>Other Business: <i>Otros Asuntos:</i></b>		
<b>ELAC Reporting</b> <i>Informes ELAC</i>	<b>Chairperson</b> <i>Presidente</i>	<b>Summary of Reporting (<i>Resumen de Informes</i>)</b>
<b>Committee Reports or Guest Presenters (PTA, DELAC, Other outside presenters)</b> <i>Informes de Comités o Presentadores Invitados (PTA, DELAC, otros presentadores externos)</i>	<b>Chairperson</b> <i>Presidente</i>	<b>Summary of Presentation (<i>Resumen de Presentación</i>)</b>
<b>Additional Information/New Business/Discussion</b> <i>Información Adicional/Asuntos Nuevos/Conversación</i>	<b>Chairperson</b> <i>Presidente</i>	<b>Summary of Action Taken</b> <i>Resumen de Medidas Adoptadas</i>
<b>Adjournment: <i>Aplazamiento:</i></b>	<b>Chairperson</b> <i>Presidente</i>	<b>Time: <i>Hora:</i></b>

<b>Next meeting date:</b> <i>Fecha de próxima reunión:</i>	11/19/2025	2:30 PM
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# Woodridge Elementary School Site Council Agenda/Minutes



**Date & Time: Jun 2, 2025 1:00 PM**

**Location: Zoom**

<https://us04web.zoom.us/j/79744252908?pwd=I0uFA0aUs5bLxdY1sN4FwQpeXWm5ab.1>

## 2024- 2025, Elected SSC Members

Non-staff: Parents/Community Member/Students	Present
Parent ▾ :Brittany Clark	Absent ▾
Parent ▾ :Jessica Lopez	Present ▾
Parent ▾ :Krystal Ferguson	Present ▾
Parent ▾ :Rosa Avila	Present ▾
Community Member ▾ :Sining Cinese	Present ▾
<i>*Parents/Community Members that are employees of the school may not serve as a parent member of the site council. (Student reps are for secondary sites only)</i>	
Staff: Principal or Designee/Teachers/Other Staff	Present
Principal/Designee: Martin Powers	Present ▾
Teacher: Chris Dufour	Present ▾
Teacher: Maria Betts	Present ▾
Teacher: Doreen McKirgan	Present ▾
Other Staff: Terri Williams	Present ▾
<i>*Teachers must be the majority</i>	

## AGENDA

ITEM	Facilitator	Minutes
Call to Order / Sign in sheet	Chairperson	This meeting is called to order at Jun 2, 2025 1:01 PM PDT
Quorum (50% +1)		Total Members in Attendance: 9 Quorum: Yes ▾
Public Comment (2 minutes per speaker)	Chairperson	<a href="#">Summary of Discussion</a>
Review Agenda	Chairperson	<a href="#">Summary of Comments/Questions</a>

Review / approve minutes from last meeting	Chairperson	I move to approve the minutes: Dr. Powers Second: Dori Mckirgan In favor: 9 Oppose: 0 ▾ Abstain: 0 ▾ Motion: Passed ▾
• School Plan For Student Achievement (SPSA)		
Review & Approve: • 2025-2026 SPSA ▾	Chairperson	I move to approve the 2025-2026 SPSA: Dr. Powers Second: Dori Mckirgan In favor: 9 Oppose: 0 ▾ Abstain: 0 ▾ Motion: Passed ▾
• Other Business:		
• Not Combined ▾	Chairperson	Summary of Discussion
• Additional Information/New Business/Discussion	Chairperson	<div>Summary of Comments/Questions</div> None
• Adjournment	Chairperson	Time: Jun 2, 2025 1:16 PM
• Next meeting date: Fall 2025		



*Woodridge Elementary*



**SCHOOL SITE COUNCIL BYLAWS**

**ARTICLE I**

**Duties of the School Site Council:**

The School Site Council of *Woodridge Elementary*, shall carry out the following duties:

- Obtain recommendations for, and review of, the proposed Single Plan for Student Achievement (SPSA) from all school advisory committees.
- Participate in regular training on SSC roles and responsibilities.
- Develop and approve the SPSA and related categorical expenditures in accordance with all state and federal law and district regulations.
- Recommend the SPSA and categorical expenditures to the TRUSD Board of Education for approval.
- Provide ongoing review of the implementation of the SPSA with the principal, teachers, and other school staff members.
- Make modifications to the SPSA whenever the need arises.
- Submit the modified SPSA for district approval whenever a material change (as defined in district governing board policy) is made in planned activities for related categorical expenditures.
- Regularly evaluate academic data to determine the progress made toward school goals to raise the academic achievement of all students.
- Carry out all other duties assigned to the council by the TRUSD Board of Education and by state law.

## ARTICLE II

### Members

#### Section A: Composition\*

The council shall be composed of at least 10 members, selected by their peers, as follows:

- ✓ Principal/Designee
- ✓ Classroom teachers
- ✓ “Other” school staff members (non classroom teaching staff can be certificated or classified)
- ✓ Parents or community members

\* *Elementary schools must have a minimum of ten (10) members.*

The school principal/designee is a required member of the council. The principal/designee shall attend all SSC meetings. Council members chosen to represent parents may be employees of the school district so long as they are not employed at this school.

#### Section B: Term of Office

Council members shall be elected *for 2 year terms*. Half, or the nearest approximation thereof, of each representative group shall be elected during odd years, and the remaining number of elected members during even years. At the first regular meeting of the council, each member’s current term of office shall be recorded in the minutes of the meeting.

#### Section C: Voting Rights

Each member of the council is entitled to one vote and may cast that vote on any matter submitted to a vote of the council. Absentee (proxy) and any electronic ballots shall not be permitted.

#### Section D: Termination of Membership

The council may, by an affirmative vote of two-thirds of all its members, suspend or expel a member. Any elected member may terminate his or her membership by submitting a written letter of resignation to the council chairperson.

#### Section E: Transfer of Membership

Membership on the council may not be assigned or transferred.

#### Section F: Vacancy

Any vacancy on the council occurring during the term of duly elected member shall be filled by:

- An alternate designated during the annual election
- Nominated by current SSC and approved by majority of SSC membership.

The term will be for the remaining time left in the vacated seat.

## ARTICLE III

### Elections of Council Members

- The school principal/designee is a standing member of the council.
- Classroom teacher elections will be held in *August/September*:
  - The certificated membership will be elected into rotational positions of *two years*.
  - Nominations and elections are conducted by the certificated staff (classroom teacher). If the form is digital, a member of that voting party will be a collaborator on the digital form and will assist in the verification of nominations and election results.
    - A ballot will be used that includes a write in option.
- “Other” staff elections will be held in *August/September*.
  - The “other” position is filled by a non-classroom teacher. He/she may be a classified or certificated staff member.
  - The “other” staff membership will be elected into rotational positions of *two years*.
  - Nominations and elections will be conducted by the non classroom teaching certificated and classified staff. If the form is digital, a member of that voting party will be a collaborator on the digital form and will assist in the verification of nominations and election results.
    - A ballot will be used that includes a write in option.
- Parent/Community Member representative elections will be conducted in *September*.
  - Nominations and elections will be conducted by the *school office staff*.
  - *Announcement of the nominations will be made through parent communication resources.*
  - Nominations will be accepted through the *first week of September*.
  - If the form is digital, a member of the office staff will be a collaborator on the digital form and will assist in the verification of nominations and election results.
    - A ballot will be used with a write in option.

**All election ballots and result records will be maintained at the school site for three (3) years.**

## ARTICLE IV

### Officers

#### Section A: Officers

The officers of the council shall be a chairperson, vice-chairperson, secretary, and other officers the council deems desirable.

*The chairperson shall:*

- Collaborate with the principal in developing agendas
- Preside meetings of the council.
- Sign all letters, reports, and other communications of the council.
- Have other such duties as are prescribed by the council.

*The vice-chairperson shall:*

- Assist the chairperson in assigned duties.
- Substitute for the chairperson in his/her absence.

*The secretary shall:*

- Keep minutes and sign ins of meetings of the council.
- Transmit true and correct copies of the minutes of such meetings to members of the council.
- Keep a register of the names, email addresses, and telephone numbers of each member of the council,-as furnished by those persons.
- Perform other such duties as are assigned by the chairperson or the council.

#### **Section B: Election and Terms of Office**

The officers shall be elected annually, at the first or second meeting of the council, and shall serve for one year, or until each successor has been elected.

#### **Section C: Reasons for Removal of Officers**

Any officer may be removed from office by a two-thirds vote of all the members. *(Your SSC should determine grounds for removing officers, i.e. Do you remove after someone has missed three consecutive meetings with no reason given?)*

#### **Section D: Vacancy**

A vacancy in any office shall be filled at the earliest opportunity by a special election of the council for the remaining portion of the term of office or by placement of a properly elected alternate during the Fall election.

## **ARTICLE V**

### **Committees**

### **Section A: Sub-committees**

The council may establish and abolish sub-committees of their own membership to perform duties as prescribed by the council. *At least one member representing teachers and one member representing parents shall make up the sub-committee.* No sub-committee may exercise the authority of the council.

### **Section B: Terms of Office**

The council shall determine the terms of office for members of a committee.

### **Section C: Rules**

Each committee may adopt rules for its own government not inconsistent with these bylaws or rules adopted by the council, or policies of the district governing board.

### **Section D: Quorum**

A majority (51% or greater) of the members of the committee shall constitute a quorum. The act of a majority of the members present shall be the act of the committee, provided a quorum is present.

## **ARTICLE VI**

### **Meetings of the Council**

#### **Section A: Meetings**

The council shall meet regularly (*at least 5 times per school year*). Special meetings of the council may be called by the chairperson or by a majority vote of the council.

#### **Section B: Place of Meetings**

The council shall hold its regular meetings at a facility provided by the school, unless such a facility that is accessible to the public, including handicapped persons, is unavailable. Alternate meeting places may be determined by the chairperson or by majority vote of the council. This shall include meetings on Zoom in a virtual format.

#### **Section C: Notice of Meetings**

1. Written public notice (agenda) of all meetings shall be posted at an appropriate place accessible to the public at least 72 hours in advance of the meeting.
2. Changes in the established date, time, or location shall be given special notice.
3. All meetings shall be publicized in the following venues:  
Woodridge School website, Woodridge Facebook page, and posted on the front window of the school.
4. All required notices shall be delivered to council and committee members no less than 72 hours, *personally, or by mail or via e-mail.*

#### **Section D: Quorum**

The act of the majority of the members present shall be the act of the council, provided a quorum is in attendance, and no decision may otherwise be attributed to the council. A majority of the members of

the council (51% or greater) shall constitute a quorum. No actions may be taken unless a quorum has been established.

**Section E: Conduct of Meetings**

Meetings of the council shall be conducted in accordance with the rules of order established by California Education Code Section 35147 © and with Robert's Rules of Order or adaption thereof approved by the council.

**Section F: Meetings Open to the Public**

All meetings of the council, and of committees established by the council, shall be open to the public. Notice of such meetings shall be provided in accordance with Section C of this article.

**ARTICLE VII**

**Amendments**

An amendment of these Bylaws may be made at any regular meeting of the council by a vote of two-thirds (2/3) of the members present. Written notice of the proposed amendment must be submitted to council members at least 72 hours prior to the meeting at which the amendment is to be considered for adoption.

Revised 10/25/23

## Woodridge Elementary School



### **TITLE I PARENT AND FAMILY ENGAGEMENT POLICY 2025-26**

**Woodridge Elementary School** has developed a written Title I parental involvement policy with input from Title I parents. This policy was developed with parent and staff. It was distributed to parents in AERIES Communicator.

The policy describes the means for carrying out the following Title I parental involvement requirements [20 USC 6318 Section 1118(a)-(f) inclusive].

#### **INVOLVEMENT OF PARENTS IN THE TITLE I PROGRAM:**

To involve parents in the Title I program at Woodridge Elementary School , the following practices have been established:

**The school convenes an annual meeting to inform parents of Title I students about Title I requirements and about the right of parents to be involved in the Title I program.**

The parents at Woodridge Elementary School are informed about the school's Title I requirements and the right to be involved in the Title I program at our annual Back-to-School Night, which is held within the first 2 weeks of school. After the classroom teachers and school staff are introduced at Back-to-School Night, the principal reviews the rights and requirements via a PowerPoint presentation presented virtually on Zoom.

**The school offers a flexible number of meetings for Title I parents, such as meetings in the morning or evening.**

Flexible parent meetings are offered during monthly Principal Coffee Talks. Some Title 1 parents are a part of School Site Council, Wildcat Parent Club, and English Learner Advisory Committee. Parents provide input about the most convenient meeting times for them, and scheduling takes place to meet their needs.

**The school involves parents of Title I students in an organized, ongoing, and timely way, in the planning, review, and improvement of the school's Title I programs and the Title I parental involvement policy.**

Information is gathered at parent input meetings regarding the needs of the Title 1 students. Parents are an Integral part of the development of the Single Plan for Student Achievement (SPSA). The SSC and ELAC conduct formal needs assessments during each school year, and these are used to develop the goals and strategies included in the SPSA.

**The school provides parents of Title I students with timely information about Title I programs.**

Parents are informed about information regarding Title 1 programs at meetings, Family Nights, and written correspondence sent home with Monthly School Newsletters sent through AERIES communicator.

**The school provides parents of Title I students with an explanation of the curriculum used at the school, the assessments used to measure student progress, and the proficiency levels students are expected to meet.**

Parents are informed about curriculum, assessments, and student progress and proficiency at Back-to-School Nights, Mid-Trimester Progress Reports, Parent Conferences, Report Cards, and Open House. Student Study Team and IEP Meetings are also held for at-risk and special needs students.

**If requested by parents of Title I students, the school provides opportunities for regular meetings that allow the parents to participate in decisions relating to the education of their children.**

Parents can contribute to decisions related to the education of their child at parent-teacher conference meetings with the Principal, Vice Principal, Student Study Team, and or meetings with the Academic and Behavior Intervention Assistant, when possible.

### **BUILDING CAPACITY FOR INVOLVEMENT:**

Woodridge Elementary School engages Title I parents in meaningful interactions with the school. It supports a partnership amongst staff, parents, and the community to improve student academic achievement. To help reach these goals, the school has established the following practices:

**The school provides Title I parents with assistance in understanding the State's academic content standards, assessments, and how to monitor and improve the achievement of their children.**

The state academic content standards and assessments are explained to parents by the classroom teacher at Back-to-School Night, Parent Conferences, and at Academic Family Nights- such as Family Tech Night Family Literacy Night. Parents are provided with assistance in how to monitor and improve the achievement of their children with assistance from the classroom teacher. Teachers provide ongoing student assessment and achievement information to parents in AERIES Communicator, Google Classroom, via Mid-Trimester Progress Reports and Report Cards. The monitoring and improvement of student achievement is also discussed in Student Study Team meetings, IEP meetings and Professional Learning Community bi-weekly collaboration meetings

**The school provides Title I parents with materials and training to help them work with their children to improve children's achievement.**

Title I parents are provided with training and materials to work with their students at Back-to-School Nights, Family Tech night, and Family Literacy Night, as well as Parent Teacher Conferences, Student Study Team meetings and informal parent meetings with the teacher.

**With the assistance of Title I parents, the school educates staff members about the value of parent contributions, and in how to work with parents as equal partners.**

Parent Involvement is a primary focus at Woodridge Elementary School. It is a primary goal of the staff and classroom teachers to engage and involve parents in their child's education. Parents are encouraged by the principal and the staff to volunteer. Parents are informed that they are an integral part of their child's education.

**The school coordinates and integrates the Title I parental involvement program with other programs, and conducts other activities, such as parent resource centers, to encourage and support parents in more fully participating in the education of their children.**



Parents of Title I students are some of the same parents that are part of School Site Council, Parent Teacher Association and English Language Advisory Committee. Most of the school activities, events, resources and support are for all parents of students on campus or virtually.

**The school distributes Information related to school and parent programs, meetings, and other activities to Title I parents in a format and language that the parents understand.**

Parent information is distributed in everyday common language terms. Acronyms are spelled out and educational vernacular and academic language are rarely used. Written language flyers and correspondence is translated for parents who speak a language other than English, if it is a dominant language at the school site.

**The school provides support for parental involvement activities requested by Title I parents.**

The school provides many parent involvement activities requested by Title I, School Site Council, Parent Teacher Organization, English Language Advisory Committee parents, such as Family Tech Night, Family PBIS Meetings, Family Movie Night, Family Literacy Night, Multicultural Night, Harvest Festival, and daytime students assemblies that parents are invited to come to.

## **ACCESSIBILITY**

**Woodridge Elementary School provides opportunities for the participation of all Title I parents, including parents with limited English proficiency, parents with disabilities, and parents of migratory students. Information and school reports are provided in a format and language that parents understand.**

All parents are provided opportunities to participate in our many evening events, family nights, and classroom activities, field trips, and festivals. Many of the parents have students that are Title I, English Learners, and/or disabled. Translation services are available to assist parents communicate with school staff, teachers, and principal. The district office provides translators upon request. Our office and the district office is also available to translate any forms or booklets to enhance school home communications. All flyers are sent home in both English and Spanish. Woodridge Elementary School is a family-friendly school, where parent involvement, input and access is highly valued.

