



Hillsdale Elementary

# School Site Council Agenda/Minutes

*Agenda / Actas del Consejo Escolar*

## Date & Time (Fecha & Hora)

10/01/2025

3:00 PM

## Location (Ubicación)

Hillsdale Elementary Room 7 and Zoom

## Zoom Link (Enlace de Zoom)

<https://twinriversusd-org.zoom.us/j/81938420238?from=addon>

## 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<br/><i>Presente/ Ausente</i></b> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|------------------------------------------------------|
| Community Member                                                                                                                                                                                                                                                                                                                                                                   | Robyn Brassard (Year 2)       | Yes (Si)                                             |
| Parent                                                                                                                                                                                                                                                                                                                                                                             | Veronica Kelly (Year 1)       | No                                                   |
| Parent                                                                                                                                                                                                                                                                                                                                                                             | Sokny Brassard (Year 1)       | No                                                   |
| Parent                                                                                                                                                                                                                                                                                                                                                                             | Jon Martin (Year 1)           | Yes (Si)                                             |
| Parent                                                                                                                                                                                                                                                                                                                                                                             | Mariya Kalina Fisher (Year 1) | No                                                   |
| <b>Alternates (Alternativos):</b>                                                                                                                                                                                                                                                                                                                                                  |                               | No                                                   |
| <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><br><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<br/><i>Presente/ Ausente</i></b> |
| <b>Principal/Designee: <i>Directora(a)/ Designado(a):</i></b> Anna Tyson                                                                                                                                                                                                                                                                                                           |                               | Yes (Si)                                             |
| <b>Teacher: <i>Maestro(a):</i></b> Julie Reynon (Year 2)                                                                                                                                                                                                                                                                                                                           |                               | Yes (Si)                                             |
| <b>Teacher: <i>Maestro(a):</i></b> Elizabeth Burdick (Year 1)                                                                                                                                                                                                                                                                                                                      |                               | Yes (Si)                                             |
| <b>Teacher: <i>Maestro(a):</i></b> Kari Tilton (Year 1)                                                                                                                                                                                                                                                                                                                            |                               | No                                                   |
| <b>Other Staff: <i>Otro Personal:</i></b> Elizabeth Vaca (Year 1)                                                                                                                                                                                                                                                                                                                  |                               | No                                                   |
| <b>Alternates: <i>Alternativos:</i></b> Grace Gifford (Year 1)                                                                                                                                                                                                                                                                                                                     |                               | Yes (Si)                                             |
| <b>*Teachers must be the majority</b> <i>*Los maestros deben ser mayoría</i>                                                                                                                                                                                                                                                                                                       |                               |                                                      |

# AGENDA

| ITEM <i>ARTÍCULO</i>                                                                                                                                                                                                                                   | Facilitator<br><i>Facilitador(a)</i>    | Minutes<br><i>Minutas</i>                                                                                                                                                                                                                                                                                                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Call to Order / Sign in sheet</b> <i>Orden del Día/ Hoja de Firmas</i><br><br><b>Quorum</b> <i>Quórum (50% +1)</i>                                                                                                                                  | <b>Chairperson</b><br><i>Presidente</i> | This meeting is called to order at:<br><i>Se abre la sesión a las</i> 3:04 PM<br><br>Total Members in Attendance: 6<br><i>Total de Miembros Presentes:</i><br><br>Quorum:    Yes (Si)<br><i>Quórum:</i>                                                                                                                         |
| <b>Public Comment (2 minutes per speaker)</b><br><i>Comentarios del Público (2 minutos cada participante)</i>                                                                                                                                          | <b>Chairperson</b><br><i>Presidente</i> | <b>Summary of Comments</b> <i>(Resumen de Comentarios)</i><br>None                                                                                                                                                                                                                                                              |
| <b>Review Agenda</b> <i>Repasar Agenda</i>                                                                                                                                                                                                             | <b>Chairperson</b><br><i>Presidente</i> | <b>Summary of Comments</b> <i>(Resumen de Comentarios)</i><br>Agenda was reviewed.                                                                                                                                                                                                                                              |
| <b>Review / approve minutes from last meeting</b><br><i>Revisar/aprobar el acta de la última reunión</i><br><br><br><br><br><br><br><br><br><br>1  Previous Minutes | <b>Chairperson</b><br><i>Presidente</i> | I move to approve the <i>Propongo aprobar a la</i><br>Minutes/Actas<br>Person <i>Persona:</i> Grace Gifford<br>Second <i>Se secundó:</i> Elizabeth Burdick<br>In favor <i>A favor :</i> 6<br>Oppose <i>En contra:</i> 0<br>Abstain <i>En abstención:</i> 0<br>Motion: Pass or Fail: Pass<br><i>Moción: Aprobada o Rechazada</i> |

## Council Business *Asuntos del Consejo*

|                                        |                                  |                                                                                                |
|----------------------------------------|----------------------------------|------------------------------------------------------------------------------------------------|
| New Members (Nuevos Miembros)          |                                  |                                                                                                |
| Member Introductions                   |                                  |                                                                                                |
| Elect Officers (Elegir a Funcionarios) | Chairperson<br><i>Presidente</i> | Summary of Action Taken<br><i>Resumen de Medidas Adoptadas</i><br>All members were introduced. |
| N/A                                    | Chairperson<br><i>Presidente</i> | Summary of Action Taken<br><i>Resumen de Medidas Adoptadas</i><br>N/A                          |

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

|                                                                                                                                                                                                                       |                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Bylaws (Reglamentos)</p> <p>Review, adjust, and adjust bylaws</p> <p>1  Attachment</p>                                            | <p><b>Chairperson</b><br/><i>Presidente</i></p> | <p>I move to approve the <i>Propongo aprobar a la</i> Bylaws</p> <p>Person <i>Persona:</i> Jon Martin<br/>Second <i>Se secundó:</i> Grace Gifford<br/>In favor <i>A favor :</i> 6<br/>Oppose <i>En contra:</i> 0<br/>Abstain <i>En abstención:</i> 0<br/>Motion: Pass or Fail: Pass<br/><i>Moción: Aprobada o Rechazada</i></p> <p>Bylaws were reviewed, adjusted, and approved</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><br/><i>Presidente</i></p> | <p>I move to approve the <i>Propongo aprobar a la</i> Parent Involvement</p> <p>Person <i>Persona:</i> Grace Gifford<br/>Second <i>Se secundó:</i> Julie Reynon<br/>In favor <i>A favor :</i> 6<br/>Oppose <i>En contra:</i> 0<br/>Abstain <i>En abstención:</i> 0<br/>Motion: Pass or Fail: Pass<br/><i>Moción: Aprobada o Rechazada</i></p> <p>Title 1 Parent and Family Engagement Policy was reviewed and approved.</p> |
| <p>School Compact (Compacto Escolar)</p> <p>Review, adjust, and adopt School-Family Compact</p> <p>1  Attachment</p>               | <p><b>Chairperson</b><br/><i>Presidente</i></p> | <p>I move to approve the <i>Propongo aprobar a la</i> School Compact</p> <p>Person <i>Persona:</i> Elizabeth Burdick<br/>Second <i>Se secundó:</i> Robyn Brassard<br/>In favor <i>A favor :</i> 6<br/>Oppose <i>En contra:</i> 0<br/>Abstain <i>En abstención:</i> 0<br/>Motion: Pass or Fail: Pass<br/><i>Moción: Aprobada o Rechazada</i></p> <p>School-parent-student compact was reviewed and approved.</p>             |
| <p>N/A</p>                                                                                                                                                                                                            | <p><b>Chairperson</b><br/><i>Presidente</i></p> | <p>I move to approve the <i>Propongo aprobar a la</i> N/A</p> <p>Person <i>Persona:</i><br/>Second <i>Se secundó:</i><br/>In favor <i>A favor :</i><br/>Oppose <i>En contra:</i><br/>Abstain <i>En abstención:</i><br/>Motion: Pass or Fail:<br/><i>Moción: Aprobada o Rechazada</i></p>                                                                                                                                    |

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

|                                                                                                                               |                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Other<br><br>Present and discuss: School Data (SBAC, Etc) and SPSA Goals/Actions                                              | <b>Chairperson</b><br><i>Presidente</i> | <b>Summary of Action Taken</b><br><i>Resumen de Medidas Adoptadas</i><br><br>School data (attendance rate, chronic absence rate, enrollment, suspension rate, sped suspension rate 10+ days, student percentage identified as special education, overdue IEPs, SBAC data, ELPAC data, and iReady Diagnostic 1 data) were reviewed and compared to district data. Questions were answered.<br><br>SPSA goals/actions were reviewed. Title 1 budget and expenditures were reviewed. |
| Other                                                                                                                         | <b>Chairperson</b><br><i>Presidente</i> | <b>Summary of Action Taken</b><br><i>Resumen de Medidas Adoptadas</i><br><br>N/A                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>School Plan For Student Achievement (SPSA)</b> <i>Plan Escolar para el Rendimiento Académico de los Estudiantes (SPSA)</i> |                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| N/A                                                                                                                           | <b>Chairperson</b><br><i>Presidente</i> | I move to approve the <i>Propongo aprobar a la</i><br>N/A<br><br>Person <i>Persona:</i><br>Second <i>Se secundó:</i><br>In favor <i>A favor :</i><br>Oppose <i>En contra:</i><br>Abstain <i>En abstención:</i><br>Motion: Pass or Fail:<br><i>Moción: Aprobada o Rechazada</i><br>N/A                                                                                                                                                                                             |

| <b>Other Business:</b> <i>Otros Asuntos:</i>                                                                                                                                           |                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>ELAC Reporting</b><br><i>Informes ELAC</i>                                                                                                                                          | <b>Chairperson</b><br><i>Presidente</i> | <b>Summary of Reporting</b> ( <i>Resumen de Informes</i> )<br>None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Committee Reports or Guest Presenters (PTA, DELAC, Other outside presenters)</b><br><i>Informes de Comités o Presentadores Invitados (PTA, DELAC, otros presentadores externos)</i> | <b>Chairperson</b><br><i>Presidente</i> | <b>Summary of Presentation</b> ( <i>Resumen de Presentación</i> )<br>None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Additional Information/New Business/Discussion</b><br><i>Información Adicional/Asuntos Nuevos/Conversación</i>                                                                      | <b>Chairperson</b><br><i>Presidente</i> | <b>Summary of Action Taken</b><br><i>Resumen de Medidas Adoptadas</i><br>Site Council Training Video was discussed.<br>Link:<br><a href="https://drive.google.com/file/d/1yYvaFti17mgz3WYAkvrA0gCWqT0eHGup/view">https://drive.google.com/file/d/1yYvaFti17mgz3WYAkvrA0gCWqT0eHGup/view</a><br><br>Members were shown where to find information on SSC and ELAC meetings.<br>Link:<br><a href="https://www.trusd.net/StudentsFamilies/Special-Projects/School-Site-Council--ELAC/index.html">https://www.trusd.net/StudentsFamilies/Special-Projects/School-Site-Council--ELAC/index.html</a> |
| <b>Adjournment:</b> <i>Aplazamiento:</i>                                                                                                                                               | <b>Chairperson</b><br><i>Presidente</i> | <b>Time:</b> <i>Hora:</i> 4:05 PM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

|                                                               |            |         |
|---------------------------------------------------------------|------------|---------|
| <b>Next meeting date:</b><br><i>Fecha de próxima reunión:</i> | 11/19/2025 | 3:00 PM |
|---------------------------------------------------------------|------------|---------|



# Hillsdale Elementary School Site Council Agenda/Minutes

Date & Time: May 21, 2025 3:00 PM

Location: Hillsdale Elementary

Room 7 and Zoom

<https://twinriversusd-org.zoom.us/j/96591827759?pwd=DIId6YqP0hvOem49ikKp3ltUH8fb0aO.1>

Meeting ID: 965 9182 7759

Passcode: 002741



## 2024- 2025 Elected SSC Members

| Non-staff: Parents/Community Member/Students                                                                                                                         | Present   |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| Parent ▾ : Jessica Payne (2)                                                                                                                                         | Absent ▾  |
| Parent ▾ : Mariya Kalina Fisher (2)                                                                                                                                  | Absent ▾  |
| Parent ▾ : Mary Dresen (2)                                                                                                                                           | Present ▾ |
| Parent ▾ : Robyn Brassard (1)                                                                                                                                        | Present ▾ |
| Parent ▾ : Cassandra Chana (1)                                                                                                                                       | Absent ▾  |
| <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: Anna Tyson                                                                                                                                       | Present ▾ |
| Teacher: Elizabeth Burdick (2)                                                                                                                                       | Present ▾ |
| Teacher: Lauren Shirk (1)                                                                                                                                            | Present ▾ |
| Teacher: Julie Reynon (1)                                                                                                                                            | Present ▾ |
| Other Staff: Angela Vicente (1)                                                                                                                                      | Absent ▾  |
| <i>*Teachers must be the majority</i>                                                                                                                                |           |

## AGENDA

| ITEM                                             | Facilitator | Minutes                                                                                                           |
|--------------------------------------------------|-------------|-------------------------------------------------------------------------------------------------------------------|
| Call to Order / Sign in sheet<br>Quorum (50% +1) | Principal   | This meeting is called to order at 3:00 P.M. on May 21, 2025<br>Total Members in Attendance: 6 ▾<br>Quorum: Yes ▾ |
| Public Comment (2 minutes per speaker)           | Principal   | There were no public comments.                                                                                    |
| Review and Approve Agenda                        | Principal   | I move to approve the minutes: Lauren Shirk<br>Second: Julie Reynon                                               |

|                                                                                                                                                                        |                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                        |                                         | In favor: 6 ▾<br>Oppose: 0 ▾<br>Abstain: 0 ▾<br>Motion: Passed ▾                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Review and Approve minutes from last meeting</b><br><a href="#">March 19, 2025 Minutes</a>                                                                          | <b>Principal</b>                        | Minutes from the March 19, 2025 meeting were reviewed and approved.<br>I move to approve the minutes: Julie Reynon<br>Second: Robyn Brassard<br>In favor: 6 ▾<br>Oppose: 0 ▾<br>Abstain: 0 ▾<br>Motion: Passed ▾                                                                                                                                                                                                                         |
| <b>Site Council Business</b>                                                                                                                                           |                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Site Council Training Video</b> <a href="#">Link</a>                                                                                                                | <b>Principal</b>                        | The Site Council training video was played in its entirety. Any questions were reviewed and answered.                                                                                                                                                                                                                                                                                                                                    |
| <b>School Data</b>                                                                                                                                                     |                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>School Data:</b><br>Site Data Review                                                                                                                                | <b>Principal</b>                        | Site Data was reviewed.                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>School Plan For Student Achievement (SPSA)</b>                                                                                                                      |                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Review and approve SPSA:</b> <ul style="list-style-type: none"> <li>SPSA for the 2025-2026 School Year (DTS)</li> </ul>                                             | <b>Principal</b>                        | Reviewed the SPSA through DTS. Reviewed the needs assessment. SSC reviewed actions that will help the school meet its goals for students. Goals, strategies, and proposed expenditures were reviewed. 2025-2026 SPSA was approved. Signatures will be gathered after the meeting.<br>I move to approve the 2025-2026 SPSA: Julie Reynon<br>Second: Elizabeth Burdick<br>In favor: 6 ▾<br>Oppose: 0 ▾<br>Abstain: 0 ▾<br>Motion: Passed ▾ |
| <b>Review and Discuss Budget and Expenditures</b> <ul style="list-style-type: none"> <li>Review and discuss <a href="#">Budget and Expenditures to Date</a></li> </ul> | <b>Principal</b>                        | Budget expenditures were shared and questions from the council were responded to.                                                                                                                                                                                                                                                                                                                                                        |
| <b>Other Business:</b>                                                                                                                                                 |                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Committee Reports</b><br><b>DELAC, PTA, ETC. reports (if needed)</b>                                                                                                | <b>PAC, PTA or DELAC Representative</b> | DELAC Meeting information was shared with SSC members. Information shared included: Local Control Accountability Plan (LCAP), Consolidated Application Reporting System (CARS) Updates, Family and Community Engagement (FACE) presentation: Summer Programs, Learning Loss Prevention, Title III Addendum Review, and Celebration on Reclasse and State Seal of Biliteracy. ELAC Meeting                                                |



|                                                       |                    |                                                                    |
|-------------------------------------------------------|--------------------|--------------------------------------------------------------------|
|                                                       |                    | information was shared regarding Supporting Multilingual Learners. |
| <b>Additional Information/New Business/Discussion</b> | <b>SSC Members</b> | There was no additional information or new business to discuss.    |
| <b>Adjournment</b>                                    | <b>Principal</b>   | Time: May 21, 2025 at 4:04 P.M.                                    |
| <b>Next meeting date:</b> Fall 2025                   |                    |                                                                    |



# School Site Council Bylaws

Hillsdale Elementary  
2025-2026

## Article I: Duties of the SSC

The SSC of Hillsdale School, hereinafter referred to as the SSC, shall carry out the following duties:

- Obtain recommendations for, and review of, the proposed School Plan for Student Achievement (SPSA) from all school advisory committees
- Develop and approve the SPSA and related expenditures in accordance with all state and federal laws and regulations
- Recommend the SPSA and expenditures to the governing board 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 governing board approval whenever a material change (as defined in district governing board policy) is made in planned activities or related expenditures
- Annually (and at each semester, trimester, etc.) evaluate the progress made toward school goals to raise the academic achievement of all students
- Carry out all other duties assigned to the SSC by the district governing board and by state law

## Article II: Members

New members will be voted into office during the August and September Elections. Elections will be administered via electronic ballot when possible and will follow the laws outlined in EdCode Section 65000

### Section A: Composition

The SSC shall be composed of 10 members, selected by their peers, as follows:

- 3 Classroom teachers (Classroom teachers employed at Hillsdale who are selected by classroom teachers employed at the school)
- 1 Other school staff member (School personnel employed at the school who are not teachers and who are selected by school personnel employed at the school who are not teachers)
- 5 Parents or community members
- The school principal or designee shall be an ex officio member of the SSC
- SSC 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

SSC 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 elected during even years. At the first regular meeting of the SSC, each member's current term of office shall be recorded in the minutes of the meeting.

## Section C: Voting Rights

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

## Section D: Termination of Membership

The SSC 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 SSC chairperson.

## Section E: Transfer of Membership

Membership on the SSC may not be assigned or transferred.

## Section F: Vacancy

Any vacancy on the SSC occurring during the term of a duly elected member shall be filled by a new member selected in an appropriate manner (e.g., regular elections; appointment of the SSC for the period of time until the next regular election; or the seating of a previously elected alternate member to fill the remainder of the term of the vacant seat).

# **Article III: Officers**

## Section A: Officers

The officers of the SSC shall be a chairperson, vice-chairperson, secretary, and other officers the SSC may deem desirable.

The chairperson shall:

- Preside at all meetings of the SSC
- Sign all letters, reports, and other communications of the SSC
- Perform all duties incident to the office of the chairperson
- Have other such duties as are prescribed by the SSC

The vice-chairperson shall:

- Represent the chairperson in assigned duties
- Substitute for the chairperson in his or her absence

The secretary shall:

- Keep minutes of all regular and special meetings of the SSC
- Transmit true and correct copies of the minutes of such meetings to members of the SSC and to the following other persons: Anna Tyson
- Provide all notices in accordance with these bylaws
- Be custodian of the records of the SSC
- Keep a register of the names, addresses and telephone numbers of each member of the SSC, the chairpersons of school advisory committees, and others with whom the SSC has regular dealings, as furnished by those persons
- Perform other such duties as are assigned by the chairperson or the SSC

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

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

#### Section C: Removal of Officers

Officers may be removed from office by a two-thirds vote of all the members.

#### Section D: Vacancy

A vacancy in any office shall be filled at the earliest opportunity by a special election of the SSC for the remaining portion of the term of office.

### **Article IV: Committees**

#### Section A: Subcommittees

The SSC may establish and abolish subcommittees of its own membership to perform duties as shall be prescribed by the SSC. At least one member representing teachers and one member representing parents shall make up the subcommittee. No subcommittee may exercise the authority of the SSC.

#### Section B: Other Standing and Special Committees

The SSC may establish and abolish standing or special committees with such composition to perform such duties as shall be prescribed by the SSC. No such committee may exercise the authority of the SSC.

#### Section C: Membership

Unless otherwise determined by the SSC, the SSC chairperson shall appoint members of standing or special committees. A vacancy on a committee shall be filled by appointment made by the chairperson.

#### Section D: Terms of Office

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

#### Section E: Rules

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

#### Section F: Quorum

A majority of the members of the committee shall constitute a quorum, unless otherwise determined by the SSC. The act of a majority of the members present shall be the act of the committee, provided a quorum is in attendance.

### **Article V: Meetings of the SSC**

#### Section A: Meetings

The SSC shall meet regularly on the following dates: 9/24/25 (Virtual SSC Training), 10/8/25, 11/19/25, 1/28/26, 3/18/26, and 5/20/26. Special meetings of the SSC may be called by the chairperson or by a majority vote of the SSC.

#### Section B: Place of Meetings

The SSC shall hold its regular meetings at a facility provided by the school, unless such a facility that is accessible to the public, including persons that are handicapped, is unavailable. Alternate meeting places may be determined by the chairperson or by majority vote of the SSC.

#### Section C: Notice of Meetings

Written public notice shall be given of all meetings at least 72 hours in advance of the meeting. Changes in the established date, time, or location shall be given special notice. All meetings shall be publicized in the following venues: Aeries, School Information, and School Marque.

All required notices shall be delivered to the SSC and committee members no less than 72 hours and no more than 30 days in advance of the meeting, personally or by mail (or by email).

#### Section D: Quorum

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

#### Section E: Conduct of Meetings

Meetings of the SSC shall be conducted in accordance with the rules of order established by California *EC* Section 3147(c), and with *Robert's Rules of Order* or an adaptation thereof approved by the SSC.

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

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

### **Article VI: Amendments**

An amendment of these bylaws may be made at any regular meeting of the SSC by a vote of two-thirds of the members present. Written notice of the proposed amendment must be submitted to SSC members at least 3 days prior to the meeting at which the amendment is to be considered for adoption.



## **HILLSDALE ELEMENTARY SCHOOL**

### **TITLE I PARENT AND FAMILY ENGAGEMENT POLICY**

### **2025-2026**

Hillsdale Elementary School has developed a written Title I parental involvement policy with input from Title I parents. This policy was developed with parents 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 Hillsdale 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 Hillsdale Elementary 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 Google Slides presentation.

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

Some Title I parents are a part of the School Site Council (SSC) and English Learner Advisory Committee (ELAC). 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 I 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 I programs at meetings, Family Nights, and written correspondence sent home with Monthly School Newsletters sent through AERIES communicator (ParentSquare).

**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 students with special needs..

**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 conferences, meetings with the Principal, Student Study Team, and/or meetings with the Academic and Behavior Intervention team, when possible.

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

Hillsdale Elementary engages Title I parents in meaningful interactions with the school. It supports a partnership among 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 and Parent Conferences and at Academic Family Nights include what we are offering this year. 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 collaboration meetings

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

Title I parents are provided with training and materials to work with their students at Back-to-School Nights, Family Nights, 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 on how to work with parents as equal partners.**

Parent Involvement is a primary focus at Hillsdale 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 the School Site Council (SSC) and English Language Advisory Committee (ELAC). 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, English Language Advisory Committee (ELAC) parents, Family Nights, and daytime students assemblies that parents are invited to come to.

## **ACCESSIBILITY**

**Hillsdale 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 evening events, family nights, classroom activities, and field trips.. Many of the parents have students that are Title I, English Learners, and/or student with disabilities. Translation services are available to assist parents communicate with school staff, teachers, and the principal. The district office provides translators upon request. Our office and the district office are also available to translate any forms or booklets to enhance school home communications. All flyers are sent home in both English and Spanish. Monthly School Newsletters are sent digitally through a platform that provides translation in multiple languages. Hillsdale is a family-friendly school, where parent involvement, input, and access is highly valued.



## **HILLSDALE ELEMENTARY SCHOOL SCHOOL-PARENT-STUDENT COMPACT 2025-2026**

**Hillsdale Elementary School Staff Pledge:** To help each student meet or exceed the state's high academic standards, Hillsdale staff agrees to carry out the following responsibilities to the best of their ability:

- Provide high-quality curriculum and instruction
- Communicate regularly with families about student progress through conferences, parent-teacher meetings, progress reports, and other available means
- Provide reasonable opportunities for parents to volunteer and participate in their child's class, and to observe classroom activities
- Endeavor to motivate my students to learn
- Maintain high expectations and help every child develop a love of learning
- Provide a warm, safe, and caring learning environment
- Provide meaningful, daily homework assignments to reinforce and extend learning (30 minutes for grades 1-3 and 60 minutes for grades 4-6)
- Participate in professional development activities that improve teaching and learning and that support the formation of partnerships with families and the community
- Participate actively in collaborative decision making
- Work consistently with families and my school colleagues to make the school an accessible and welcoming place for families
- Respect the school, students, staff and families

**Student Pledge:** To help myself succeed in school, I agree to carry out the following responsibilities to the best of my ability:

- Come to school ready to learn and work hard
- Bring necessary materials, completed assignments and homework
- Know and follow school and class rules
- Ask for help when I need it
- Communicate regularly with my parents and teachers about school experiences so that they can help me be successful in school
- Limit my phone and device time and instead study or read every day after school
- Respect the school, classmates, staff and families

**Family/Parent Pledge:** To help my child meet or exceed the state's high academic standards, I agree to carry out the following responsibilities to the best of my ability:

- Communicate the importance of education and learning to my child
- Provide a quiet time and place for homework
- Monitor my child's phone and device usage
- Read to my child or encourage my child to read every day (20 minutes for grades K-3 and 30 minutes for grades 4-6)
- Communicate with the teacher or the school when I have a concern
- Ensure that my child attends school every day, and gets adequate sleep, regular medical attention and proper nutrition
- Regularly monitor my child's progress in school
- Participate in activities at school, such as school decision making, volunteering, and/or attending parent-teacher conferences
- Communicate the importance of education and learning to my child
- Respect the school, staff, students, and families

Student: \_\_\_\_\_

Teacher: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_



# School Site Council Bylaws

Hillsdale Elementary  
2025-2026

## Article I: Duties of the SSC

The SSC of Hillsdale School, hereinafter referred to as the SSC, shall carry out the following duties:

- Obtain recommendations for, and review of, the proposed School Plan for Student Achievement (SPSA) from all school advisory committees
- Develop and approve the SPSA and related expenditures in accordance with all state and federal laws and regulations
- Recommend the SPSA and expenditures to the governing board 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 governing board approval whenever a material change (as defined in district governing board policy) is made in planned activities or related expenditures
- Annually (and at each semester, trimester, etc.) evaluate the progress made toward school goals to raise the academic achievement of all students
- Carry out all other duties assigned to the SSC by the district governing board and by state law

## Article II: Members

New members will be voted into office during the August and September Elections. Elections will be administered via electronic ballot when possible and will follow the laws outlined in EdCode Section 65000

### Section A: Composition

The SSC shall be composed of 10 members, selected by their peers, as follows:

- 3 Classroom teachers (Classroom teachers employed at Hillsdale who are selected by classroom teachers employed at the school)
- 1 Other school staff member (School personnel employed at the school who are not teachers and who are selected by school personnel employed at the school who are not teachers)
- 5 Parents or community members
- The school principal or designee shall be an ex officio member of the SSC
- SSC 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

SSC 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 elected during even years. At the first regular meeting of the SSC, each member's current term of office shall be recorded in the minutes of the meeting.

## Section C: Voting Rights

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

## Section D: Termination of Membership

The SSC 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 SSC chairperson.

## Section E: Transfer of Membership

Membership on the SSC may not be assigned or transferred.

## Section F: Vacancy

Any vacancy on the SSC occurring during the term of a duly elected member shall be filled by a new member selected in an appropriate manner (e.g., regular elections; appointment of the SSC for the period of time until the next regular election; or the seating of a previously elected alternate member to fill the remainder of the term of the vacant seat).

# **Article III: Officers**

## Section A: Officers

The officers of the SSC shall be a chairperson, vice-chairperson, secretary, and other officers the SSC may deem desirable.

The chairperson shall:

- Preside at all meetings of the SSC
- Sign all letters, reports, and other communications of the SSC
- Perform all duties incident to the office of the chairperson
- Have other such duties as are prescribed by the SSC

The vice-chairperson shall:

- Represent the chairperson in assigned duties
- Substitute for the chairperson in his or her absence

The secretary shall:

- Keep minutes of all regular and special meetings of the SSC
- Transmit true and correct copies of the minutes of such meetings to members of the SSC and to the following other persons: Anna Tyson
- Provide all notices in accordance with these bylaws
- Be custodian of the records of the SSC
- Keep a register of the names, addresses and telephone numbers of each member of the SSC, the chairpersons of school advisory committees, and others with whom the SSC has regular dealings, as furnished by those persons
- Perform other such duties as are assigned by the chairperson or the SSC

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

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

#### Section C: Removal of Officers

Officers may be removed from office by a two-thirds vote of all the members.

#### Section D: Vacancy

A vacancy in any office shall be filled at the earliest opportunity by a special election of the SSC for the remaining portion of the term of office.

### **Article IV: Committees**

#### Section A: Subcommittees

The SSC may establish and abolish subcommittees of its own membership to perform duties as shall be prescribed by the SSC. At least one member representing teachers and one member representing parents shall make up the subcommittee. No subcommittee may exercise the authority of the SSC.

#### Section B: Other Standing and Special Committees

The SSC may establish and abolish standing or special committees with such composition to perform such duties as shall be prescribed by the SSC. No such committee may exercise the authority of the SSC.

#### Section C: Membership

Unless otherwise determined by the SSC, the SSC chairperson shall appoint members of standing or special committees. A vacancy on a committee shall be filled by appointment made by the chairperson.

#### Section D: Terms of Office

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

#### Section E: Rules

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

#### Section F: Quorum

A majority of the members of the committee shall constitute a quorum, unless otherwise determined by the SSC. The act of a majority of the members present shall be the act of the committee, provided a quorum is in attendance.

### **Article V: Meetings of the SSC**

#### Section A: Meetings

The SSC shall meet regularly on the following dates: 9/24/25 (Virtual SSC Training), 10/1/25, 11/19/25, 1/28/26, 3/18/26, and 5/20/26. Special meetings of the SSC may be called by the chairperson or by a majority vote of the SSC.

#### Section B: Place of Meetings

The SSC shall hold its regular meetings at a facility provided by the school, unless such a facility that is accessible to the public, including persons that are handicapped, is unavailable. Alternate meeting places may be determined by the chairperson or by majority vote of the SSC.

#### Section C: Notice of Meetings

Written public notice shall be given of all meetings at least 72 hours in advance of the meeting. Changes in the established date, time, or location shall be given special notice. All meetings shall be publicized in the following venues: Aeries, School Information, and School Marque.

All required notices shall be delivered to the SSC and committee members no less than 72 hours and no more than 30 days in advance of the meeting, personally or by mail (or by email).

#### Section D: Quorum

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

#### Section E: Conduct of Meetings

Meetings of the SSC shall be conducted in accordance with the rules of order established by California *EC* Section 3147(c), and with *Robert's Rules of Order* or an adaptation thereof approved by the SSC.

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

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

### **Article VI: Amendments**

An amendment of these bylaws may be made at any regular meeting of the SSC by a vote of two-thirds of the members present. Written notice of the proposed amendment must be submitted to SSC members at least 3 days prior to the meeting at which the amendment is to be considered for adoption.