

**25 - 1 SSC Meeting Minutes**  
**September 18, 2025**  
**4:00pm – 4:40pm**

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

**Members Not Present:** Lisa Guglielmelli, Tori Johnson,

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

**Others Not Present:** n/a

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

Meeting called to order by Trish. Welcomed new members and reviewed the agenda.

**4:05 - Attendance: Trish/Barbara**

Trish did introductions and rollcall of those in attendance and confirmed those present.

**4:10 - Questions/Public Comments: Trish**

None

**4:10 - Presentation of SSC Training slideshow: Trish**

Slideshow for annual training.

By-Laws will be reviewed at the next meeting in October. Check to see if we can do a virtual approval of minutes.

Reviewed Officers: Chair / Co-Chair / Secretary / Parliamentarian

**SARC (School Accountability Report Card)** will be due in November 2025. We will meet in October and probably November to review and finalize this document.

**Safety Plan (CSSP)** will be due in February 2026.

**SPSA (School Plan for Student Achievement)** will be due in the Spring of 2026.

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**4:23 - Review Minutes: Sarah**

Minutes from the 04/03/25 meeting were sent to members for review prior to this meeting. Barbara asked for a motion to approve the minutes as presented. Jenna motioned to approve the minutes. Cami 2nd the motion to approve the minutes.

All in favor - Yes

Any opposed - None

Motion passed. Barbara will post Minutes to the website.

**4:31 - Selection of Officers: Trish**

Chair / Co-Chair / Secretary / Parliamentarian

We will review job descriptions for the next meeting. Members can nominate others for the positions and we can vote for the officers. ***Descriptions are noted at the bottom of this document - page 3-4***

**4:35 - VAPA - Prop 28: Trish**

VAPA is for Visual Art funding. We will discuss this at our October meeting or once the District Office provides details on the funding.

**4:36 - Schedule Meetings - Trish/ Barbara**

Our next meeting will be on October 23rd at 4:00.

Agenda and minutes will be sent out prior.

**4:34 - Meeting Adjourned - Barbara/Trish**

Barbara Jones asked for a motion to adjourn the meeting.

Azima motion to adjourn the meeting.

Kelly 2nd the motion to adjourn the meeting.

All in favor - Yes

Any opposed - None

Meeting adjourned at 4:38

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[ByLaws](#) (May 2023)

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**Job Descriptions:**

***Chairperson***

The school site council chairperson shall preside at all meetings of the school site council and may sign letters, reports and other communication of the school site council. In addition, the chairperson shall perform all duties incumbent to the office of the chairperson and other such duties as may be prescribed by the school site council. Duties of the school site council chairperson shall include:

- Meeting or conferring with the principal to set site council meeting schedule and agendas.
- Managing site council roster and meeting attendance.
- Facilitating school site council meetings.
- Reviewing site council meeting minutes.
- Maintaining school site council page on Sycamore Valley Elementary website.
- Publicizing site council meetings, agendas and meeting minutes in Shark Bites and school site council page on Sycamore Valley Elementary website.
- Organizing and facilitating the annual election process for new site council members.
- Maintaining school site council bylaws.
- Providing information to new council members (e.g. site council bylaws, Robert's Rules of Order).
- Appointing members to standing and/or special committees if necessary.
- Attending school district meetings as required.

***Co-chairperson***

The school site council Co-chairperson will follow the duties of the Chairperson in their absence.

***Secretary***

The secretary shall keep the minutes of the meetings, both regular and special, of the school site council and transmit them to the chairperson and principal for review. Additional duties may include recording attendance at each site council meeting, updating the school calendar with meeting dates, acting as the custodian of the school site council records, certifying site council election results with chairperson and performing all other duties which may be assigned to the office by the chairperson or by the school site council.

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***Parliamentarian***

A parliamentarian serves as an expert consultant and adviser on the rules and procedures, providing nonpartisan guidance to the presiding officer and members to ensure meetings are conducted fairly, efficiently, and in accordance with governing documents. Their role involves interpreting rules like [Robert's Rules of Order](#), advising on procedure during meetings, and assisting with the preparation and review of bylaws and other governing documents.