

**23 - 3 SSC Meeting Minutes**  
**November 30, 2023**  
**4:00pm – 4:37pm**

**Members Present:** Trish Kawahara, Lisa Matejka, Janine Koeltl, Amanda Howard, Sarah Cain, Steven Garrett, Brittney Page, David Suarez, Asia Plahar, Adele Young and Barbara Jones

**Members Not Present:** Ken Claffey, Dana Claffey, Laura Cox

**Others Present:** n/a

**Others Not Present:** n/a

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**4:03 – Meeting called to order: Brittney**

Meeting called to order. Brittney welcomed everyone and reviewed the agenda for the meeting.

**4:04 - Attendance: Barbara**

Barbara took attendance and confirmed those present.

**4:05 – Questions/Comments: Brittney**

None

**4:05 – Review Minutes: Brittney**

Minutes from the 11/02/23 meeting were sent to members for review prior to the meeting.

Brittney asked for a motion to approve the minutes as presented. David motioned to approve the minutes. Steve 2nd the motion to approve the minutes.

All in favor - Yes

Any opposed - None

Motion passed. Barbara will post Minutes to the website.

**4:06 – SARC: Trish**

**SARC due 12/08/23**

Trish reviewed the SARC document. There are still some blanks that will be filled in by the DTS- Document Tracker System and the district office prior to the final review. We should have a more complete document by 02/01/24.

Brittney asked for a motion to approve the SARC as it stands now. Barbara motioned to approve the SARC document. David seconded the motion. All in favor - Yes Any opposed - None

**Safety Plan: Trish**

The emergency plan portion of the Safety plan requirements are in place. Much of the plan we can not alter as it is a district wide plan for the most part and allows us to all be on the same page as with the emergency agencies. We all use the same terminology.

We can give input regarding the climate goal and the physical safety goal.

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The emergency plan is confidential. Site Council members can come to the school office to view the safety plan with Trish prior to the next meeting. We will then discuss the plan further at our next meeting.

January - Safety Plan goals due by end of month - we will review the plan at our next meeting.  
February - approval of Safety Plan Goals. Review of updated SARC.

**4:37** - Brittney asked if there were any questions then proposed meeting to be adjourned  
Steve motioned to adjourn the meeting. David 2nd the motion to adjourn the meeting. All in favor - Yes = all agreed  
Brittney thanked everyone for their participation on the Site Council.

**4:37 - Meeting Adjourned.**

**Next Meeting: 2/01/24**

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[ByLaws](#) (May 2023)

January we will review the School Site Safety Plan (CSSP) and proposed updated goals.