

**23 - 4 SSC Meeting Minutes**  
**February 1, 2024**  
**4:00pm – 4:37pm**

**Members Present:** Trish Kawahara, Lisa Matejka, Janine Koeltl, Amanda Howard, Sarah Cain, Ken Claffey, Dana Claffey, Laura Cox, Brittney Page, David Suarez, Adele Young and Barbara Jones

**Members Not Present:** Steven Garrett,

**Others Present:** n/a

**Others Not Present:** n/a

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**4:01 – Meeting called to order: Brittney**

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

**4:02 – Review Minutes: Brittney**

Minutes from the 11/30/23 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. Sarah 2nd the motion to approve the minutes.

All in favor - Yes

Any opposed - None

Motion passed. Barbara will post Minutes to the website.

**4:03 – Questions/Public Comments: Brittney**

None

**4:04 - Attendance: Barbara**

Barbara took attendance and confirmed those present.

**4:05 – Visual Arts (Vapa-Prop28) & Safety Plan: Trish**

**VAPA - Visual & Performing Arts - Prop 28**

Allocation for fall 23 = \$6,200. This can be used for supplies for the art docent program and instrumental music for 4th and 5th grades as well as for 3rd grade recorders.

We currently have a vacancy for the TK - 2nd grade vocal music position.

Allocation for 2024/2025 = \$67,281. 80% of the funds to be spent on salary for the instructors.

TK-2nd grade we are partnering with another school for a classified position (50% with Sycamore and 50% with another school site)

\$11,619 approx. for art and supplies

\$41,195 approx. for salaries.

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The funding is for 3 years: 24/25, 25/26, 26/27 school years.

**Safety Plan:** Trish

Trish has shared the proposal via email. The document can be viewed in the school office. The emergency portion of the the safety plan is private for security purposes.

Page 1-4 the school site can edit the goals. The rest of the document is district standard.

23/24 - Safety Plan included:

- 1) Walkie Talkie for each staff/classroom = Done
- 2) Install Security Cameras on campus = Done
  - Climate/Social Emotional
- 1) stanford harmony - zones of regulation - social thinking lessons
  - Partner with counselor - Counseling support - Calm Corner in classrooms/Zen Zones - Community circles

24/25 - Proposed Goals:

Safety Plan:

- 1) Improve condition of path between 2nd and 3rd grade quads - grounds department to fix.
- 2) Paint lines on the sidewalk to delineate the clearance of the door swing - kids walk away from the door. \$500 estimated cost.

Climate:

- 1) Attendance rate increased from 96.21% to 97.5% and excessive tardy rate decreased from 321 tardies to 250 tardies. Cost = None as we will partner with families.  
Excused vs Unexcused // Excused = illness –once the have 10 days absent it will spark a letter whether excused or unexcused.

**4:26** - Brittney asked if there were any questions then proposed meeting to be adjourned Sarah 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.

**4:28 - Meeting Adjourned.**

**Next Meeting: Sometime in May**

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[ByLaws](#) (May 2023)

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