

**VICTOR VALLEY UNION  
HIGH SCHOOL DISTRICT  
Silverado High School  
14048 Cobalt Road  
Victorville, CA 92392**



## **SCHOOL SITE COUNCIL (SSC) MINUTES**

**November 7<sup>th</sup>, 2018**

### **IN ATTENDANCE:**

Ted Stewart, Certificated Staff, SSC Chairperson ([tstewart@vvhhsd.org](mailto:tstewart@vvhhsd.org))  
Nakia Wilson, Parent/Family Engagement Liaison ([nwilson@vvhhsd.org](mailto:nwilson@vvhhsd.org))  
Jerry Withrow, Parent, Parliamentarian  
Kristin Lane, Classified Staff, SSC Secretary ([klane@vvhhsd.org](mailto:klane@vvhhsd.org))  
Carmen Cesena, Certificated Staff ([ccesena@vvhhsd.org](mailto:ccesena@vvhhsd.org))  
Seth Snedegar, Certificated Staff ([ssnedegar@vvhhsd.org](mailto:ssnedegar@vvhhsd.org))  
Denise Pelkey, Certificated Staff ([dpelkey@vvhhsd.org](mailto:dpelkey@vvhhsd.org))  
Heather Conkle, Principal ([hconkle@vvhhsd.org](mailto:hconkle@vvhhsd.org))  
Trasie Johnson, Parent, SSC Vice Chairperson  
Tiffany Roby-Anderson, Parent

- I. **Call to Order:** 3:01 pm by Ted Stewart
- II. **Reading and Approval of Previous Meeting Minutes:** tabled until next meeting when we will go over minutes for both the October 17<sup>th</sup> meeting and November 7<sup>th</sup> meetings.

### **III. Reports of Officers/Standing and Special Committees/Student:**

No committees are appointed at this time. Nakia Wilson spoke about a parent to whom she gave a tour of the Family Engagement Center. All of his children had attended Silverado, and they all appreciated PIQE. Next week will be very busy with National Parent Involvement Week, with events every day or evening. Everyone is invited. She participated in a presentation by the County on Parent Engagement at the high school level.

### **IV. Information Items:**

**a. Review SSC Bylaws**

Ted Stewart went over the Bylaws. Several examples were reviewed to update ours. Worked with Jerry Withrow on putting together. Suggestions are welcome. Discussion of alternate for principal. Decided that principal would be given latitude to send a designee if needed. No objections. Board is made up of the following: four certificated staff members with one alternate, one classified staff member with one alternate, three Silverado parents with one alternate, two Silverado students and one ASB student representative. Teachers have to make up the bulk of the body. In order to have a quorum, at least half of the quorum has to consist of administrative, certificated, and classified staff. Must be same number of parents as students – there has to be balance. Total body of the SSC would be 12 members. For the election of members a small change has been introduced; timing of staff member elections, discussion to move from beginning of school year to end of school year (May) so SSC is in place for first meeting of the new school year. Special Elections would be held for vacancies. Parent and Student elections would be held at the beginning of school year. Terms were discussed with alternating terms so there would be continuity. Section 4 was added about the Chairperson filling vacated positions by advancing officers up as needed, then Chairperson would appoint a new person to finish term for the advanced Parliamentarian, as that is the lowest elected position. Sections of bylaws were summarized by Ted Stewart. Article V, Section 3, C was added to provide for timely completion of minutes by Secretary. Question asked about making minutes available to staff and public. Discussion resulted in decision to post to SSC section of website in addition to agendas already posted.

Number of members needed to make a Quorum: this is up to the individual SSC. Discussion ensued. Decision made to set quorum as seven members. This should help ensure that voted matters will not be denied by FPM (Federal Program Monitoring) due to makeup of voting quorum. Will also ensure no ties.

Due to small number of changes it was motioned that bylaws be approved. All votes AYE.

Motion: Jerry Withrow  
2<sup>nd</sup>: Denise Pelkey  
In Favor: Unanimous

**b. Title One Meeting Agenda:** tabled to next meeting. New template not yet available.

- c. **Single Plan for Student Achievement (SPSA) New Template:** tabled till such time as Heather Conkle is able to bring the SSC the documents in the new format.

**V. Action/Consent Items**

**a. Parent Involvement Policy**

Actually a carryover from a SSC meeting last school year. Heather Conkle presented. Action had been taken on revisions to the policy. FPM rejected because the membership present at vote was not appropriate. She then brought it back to have it approved again, but could not be voted on at that meeting due to lack of appropriate quorum. Bringing it forward again today for a vote. Summarized policy and how it is put together to individualize it specifically for Silverado HS, and includes everything that is offered by our FEC that tends to be unique; childcare, meetings such as muffins with moms, donuts with dads, coffee with Conkle; parent meetings/events are offered days, evenings and weekends to engage all segments of parents; home visit training; notifications sent home variety of ways and posted to social media. Asked that we consider the work of last year's SSC and ask to have revised policy approved today. Motioned and seconded. All in favor, no dissent. Approved by quorum.

Motion: Jerry Withrow  
2<sup>nd</sup>: Denise Pelkey  
In Favor: Unanimous

**b. Life Skills Spending Goal**

Brought by Heather Conkle on behalf of the Autism class taught on Silverado campus by Janette Gomez. In past have not been able to get SPED items funded through Title One. Another site was recently successful and they gave permission for their justification to be borrowed with some changes by us. The need is for high school level curriculum geared toward those with autism in learning life skills. Our campus is the only one in the district with an autism program. Ms. Gomez is amazing. The request is for funding of \$6,800. It was not previously included in our approved budget, but there were some changes after approval, and some funds that were assigned to a specific purpose (BARR – MFT) were going to come out to a lower amount than approved, and could be reassigned to this goal. Heather Conkle will resubmit the changes for approval if the SSC approves this change today. The budget is still balanced and no program or goal discussed and approved will be lacking funding. The specific justification was: "Provide intervention materials for the life skills curriculum in special needs classrooms.". All in favor, no dissent. Approved by quorum.

Motion: Ted Stewart  
2nd: Carmen Cesena  
In Favor: Unanimous

## **VI. New Business**

Reassignment of officer positions as Lisa Portiss had to step down as Secretary.

- a. Advance Parliamentarian, Kristin Lane, to Secretary
- b. Appoint New Parliamentarian: Jerry Withrow. He is in process of becoming a district employee and once paperwork is completed will no longer be able to serve as elected parent member.
- c. Advance Parent SSC Member: Parent member election results were checked to see who was next in line to advance to a place in the SSC. Tiffany Roby-Anderson will now fill this position and is in attendance today.

## **VII. Public Comment (3 minutes each)**

- a. Ted Stewart mentioned that the site is in the process of getting blinds in the FEC meeting room to help block the later afternoon sun so we will no longer be blinded during our meetings. Nakia Wilson reported that they will actually be blackout curtains. The room layout may then be adjusted to allow for placement of members and audience in a better arrangement to facilitate discussion and voting by members by placing the SSC board together, with audience located together. This will allow secretary to be better positioned to take accurate notes for the minutes.
- b. Trasie Johnson mentioned that her daughter attended Breaking Down the Walls at Silverado and loved it. It is her 2<sup>nd</sup> year. She brought up concern about the J.V. girls basketball team and that only two fundraisers are allowed per team per year. She wondered if four might be possible. The girls need new uniforms. The current white uniforms from last year are permanently stained. It was discussed if it would be possible to do off-site fundraisers and if those wouldn't count towards the two allowed. Heather Conkle recommended that this is beyond the scope of the SSC, but the SSC can refer the concern to the appropriate party, which is likely to be Iggy Garcia and/or Gabby Santiago, ASB. Denise Pelkey thought that the two limit was just for on-campus events. Seth Snedegar thought it could be more fundraisers, just not more than two weeks in a row so that other clubs also have an opportunity to fundraise. Trasie will be directed to the right person to ask about this. Kristin Lane suggested that Trasie Johnson ask for a written copy of the fundraising policy. Ted Stewart let Trasie know that he would

send contact information to her for the two staff members mentioned by Heather Conkle.

- c. Denise Pelkey shared information about Breaking Down the Walls. Around 1,000 students attended. Had to send away about 100 who were hoping for spots. It was full every day. Tiffany Roby-Anderson mentioned that her two students both attended this year. Denise said there were no problems encountered other than a little squishing in the hallways. A method was found to make sure that won't be a problem in future.
- d. Ted Stewart brought up the meeting schedule for SSC. Bylaws state that meetings should be held once per month, so the next meeting will be December 5<sup>th</sup>. Denise Pelkey asked if we were having difficulty getting students to attend. Ted Stewart said he emailed the students that had been at the previous meeting. Kristin Lane suggested that perhaps texting would be a better mode of communication with the students, as they don't tend to use email much. It was suggested that they had been busy with Club Fair today.
- e. Heather Conkle brought up a point of information for the parent attendees that we are in a WASC year here at Silverado. Our last visit was three years ago and we were accredited for six years. This is a mid-term visit coming up. We will be calling on our SSC parents to participate and help because parental involvement is a requirement. They will be visiting in March. They arrive March 3<sup>rd</sup>, a Sunday. We would like to have parents there for the opening reception.

**VIII. Good of the Order:**

Next School Site Council Meeting will be held Wednesday, December 5<sup>th</sup>, 2018, at 3:00 pm in the Family Engagement Center meeting room on the 3<sup>rd</sup> Floor of the 1000 building (2<sup>nd</sup> floor of the Library).

**IX. Adjournment:**

Motion to adjourn:

In Favor:

Adjourned:

1<sup>st</sup> Ted Stewart  
2<sup>nd</sup> Jerry Withrow  
Unanimous

3:48 pm