

## Capuchino High School Meeting Agenda Template

Group: School Site Council

Participants:

- Principal: Shamar Shanks; Classified Staff: Janice Harui; Teachers: Scott Kuchenig, Alicia Vosberg, Michael Holtz, Susan Gaynor, Capuchino Department Chairs
- Parents: Alfredo Evangelista (ELAC), Joan Skinner, Josie McHale, Santiago Henrnadez ; Students: Alondra Vega, Emma Atkinson, Lindsey Randolph
- Additional non-voting members: Joe Hudelson, Margarita Navarro

Date: 8.25.14

Time: 3:30-5:00PM

Location: Library (Special Mtg)

Objective:	To develop, monitor, and evaluate a Single Plan for Student Achievement (SPSA) for Consolidated Application (ConApp) programs operated at the school to improve student achievement. (Education Code Section 64001)
Norms:	Following meeting protocols, establishing quorum, and fostering a warm environment for the sharing of important community-related ideas.

Item/ Topic	Type (D/A/I)	Person Responsible	Time	Desired Outcome	Notes
Welcome		J. Hudelson	3:30- 3:35	Socialize, settle in and enjoy refreshments	
Introductions	I	All	3:35- 3:40	Introduce members, and for this mtg,	

				Department Chairs	
Review Purpose and Goals of SSC (Distinguishing SPSA/CANs)	I	J. Hudelson	3:40-3: 50	Members use key language in defining role of SSC	
Connection of WASC mid-year review/action items and SSC focus  Jigsaw: One action item per table and each group articulates current state of the union and ideas for data collection		J. Hudelson/all	3:50- 4:15	Meeting participants can articulate in groups (on poster paper) what our school goals are and what Cap has done/is doing to address these points (general)	
Chair Selection	A	Members	4:15- 4:25	Members discuss and vote on various roles: Secretary,Parlia mentarian, Hospitality	

Establish Timeline	D/A	All	4:25- 4:35	Based on previous discussion of goals, determine timeline for addressing for 2014-2015 school year	
Reports --Principal 4:35 --Navarro 4:40 --Parents 4:45 --Students 4:50	I	All	4:35- 4:55	Summary of key items from stakeholders' perspectives	
Summary/ Recap	I	J. Hudelson	4:55- 5:00	Recap what we covered and what we'll discuss at the next meeting.	

**Parking Lot:**

**Reminders/Announcements:**