

## 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, WASC TOSA Daniella Quiñones
- Students\*: Alondra Vega, Kanani Merafuentes (sub for Lindsey Randolph), Emma Atkinson (subject to change\*)
- Parents: Alfredo Evangelista (ELAC), Joan Skinner, Josie McHale, Santiago Hernandez ; Anna Gonzalez,
- Additional non-voting members: Joe Hudelson, Margarita Navarro; Joseph Mutti (Spanish translator)

Date: 9.22.14

Time: 3:30-5:00PM

Location: Small Conference Room

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 protocol; respecting voices and opinions; respecting time and agenda; restating goals and determining next steps/timelines.

Item/ Topic	Type (D/A/I)	Person Responsible	Time	Desired Outcome	Notes
Welcome		J. Hudelson	3:30- 3:35	Socialize, settle in/ enjoy snacks	
Approval of Minutes 8/	I	All	3:35- 3:40	Approval or revisions	
Reports	I	Principal Navarro Hudelson	3:45- 4:00	Review key news from the past month and preview	

		Parents/ Boosters Students		upcoming events	
Data Analysis for revised SPSA & assessment of WASC progress		J. Hudelson/D. Quiñones/all	4:00- 4:30	Data presented to determine goals and deficits  Next steps: new/revised goals	
Establish Timeline for next steps in the SPSA goal process and prepare for the next meeting	D/A	All	4:30- 4:45	Based on previous discussion of goals, determine timeline for addressing for 2014-2015 school year	Upcoming Meeting Schedule 10-20 (goals created and ratified based on today's data analysis) 11-17 (goals go to Board) 12-15 1-26 2-23 3-23 4-20 5-11
Summary/ Recap	I	J. Hudelson	4:45- 5:00	Recap what we covered and what we'll discuss at the next meeting.	

**Parking Lot:**

**Reminders/Announcements:**