

El Camino Site Council Meeting Minutes

South San Francisco Unified School District
El Camino High School

Meeting Summary Sheet

Meeting: Site Council

Date of Meeting: 03/18/2021

Chairperson: Tony Tsujisaka

Minutes By: Colleen Egan

Time/Location: 3:24 p.m. Zoom

Note: These meeting notes are intended to reflect the discussion and activity of the committee. The final decision on issues that impact schools/staff/district sites must come from the Board.

Item	D I A	Note: Outcome/Follow-up	Primary Responsibility for Follow-Up
<p>Site Council Roster</p>	<p>I</p>	<p>Members Present: <i>Principal:</i></p> <ul style="list-style-type: none"> ● Daniel Lunt Absent <p><i>Certificated:</i></p> <ul style="list-style-type: none"> ● Gena Sands Absent ● Tony Tsujisaka Present ● Chris Laveglia Present ● Daniel Britton Absent <p><i>Classified:</i></p> <ul style="list-style-type: none"> ● Colleen Egan Present <p><i>Students</i></p> <ul style="list-style-type: none"> ● Stephanie Wong Present ● Mia Tseng Absent ● Angelika Arica-Villar Present <p><i>Parents:</i></p> <ul style="list-style-type: none"> ● Arian Guzman Present ● Jenny Arcilla-Gonzalez Absent <p><i>Guests</i></p> <ul style="list-style-type: none"> ● None <p>Meeting called to order by Tsujisaka at 3:24 pm.</p>	
<p>Call to order</p>	<p>A</p>	<p>Motion to amend 03/18/2021 agenda by Laveglia, Seconded by Guzman. Approved: 6 Denied: 0 Absentees: 5</p>	

D: Discussion

I: Information

A: Action

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Principal Report	A	No Principal's Report.
	A	Motion to approve 02/24/2021 Meeting Minutes by Guzman, Seconded by Wong. Approved: 6 Denied: 0
	A	Absentees: 5
	I	Principal's Report: None.
	D	Tsujisaka explained the proposal process that our staff members will fill out. This is a good way to monitor our budget and track the budget proposals and expenses.
		Tsujisaka created a demo proposal for iPads for all Math Classrooms. Topics regarding this proposal were discussed in great detail such as: The amount proposed was considered very high. We thought the students' Chromebooks could support the subject task.
		The Committee created a draft message for introduction of proposal and distribution to help streamline the proposal process. Tsujisaka recorded the following notes as discussed by Committee:
		<ol style="list-style-type: none"> 1. Introduce ourselves (what is the Site Council) 2. Goals for sending it out 3. Goal for proposal to enrich your students and why 4. Justification 5. How is this proposal going to be used 6. Plan for this proposal 7. Contact for assistance in filling out this proposal (email access?) 8. Clarification of amount requested 9. All spending is subject to public viewing /transparent
	A	Motion to table topic of discussion to next meeting by Laveglia, Seconded by Guzman. Approved: 6 Denied: 0 Absent: 5
Student Report	I	Student Report: None

