

Williams Middle School

School Site Council Meeting – Agenda with Minutes

09/30/2025 – 5:00 PM – Virtual (Teams)

Item	Description/Actions	Action Requested of SSC Members
1. Welcome: Call to Order	Hoffman	Informational
2. Roll Call	Hoffman	
3. Establishment of Quorum	More than ½ of members must be present to vote on items.	Quorum established
4. SSC Business		
a. Review Notes from 4/29/25	SSC Meeting Minutes 4.29.25.docx	Informational/ Vote
b. Introduction of new members		
c. Election of officers	Chairperson, Vice Chairperson, Secretary	Vote
d. Purpose of SSC	Informational: SSC Bylaws Williams Middle.docx 2025 School Plan for Student Achievement Williams Middle School 20250918 (1).pdf	Informational
e. Safety Plan	Discussion	Informational
f. School Compact	Discussion: WMS Parent Compact Eng 25-26.docx	Informational
g. Parent Engagement Plan	Discussion: Williams Parent Family Engagement Plan 2025 26.docx	Vote to Approve
h. Importance	Discussion	Informational

	of Daily Atten dance		
i.	Vote on budge t chang e	Propose: removal of Smore budget item. Add to unforeseen expenses.	vote
1.	Prop 28 Plan Appro val	Examine 24-25 and 25-26 Prop 28 plans and approve 2024 Prop 28 Arts and Music Grant Plan Williams Middle School 20250826 (1).pdf 2025 Prop 28 Arts and Music Grant Plan Williams Middle School 20250826 (1).pdf	vote
5.	Determination of next meeting date	Discussion	Determination of date.
6.	Public Comment		

1. Call to Order

- a. Time: 5:01pm
- b. Date: 09/30/25
- c. By Whom: Jennifer Hoffman

2. Introduction of New Members and Vote for Officers

- a. Nominations
 - b. Vote: Chair person: Chad Pettigrew 9/0, Vice chair person: Jose Romero 9/0, Secretary: Alexandra Vargas 9/0
- Approval: ____Xyes ____No

3. Roll Call of Members

- a. Jen Hoffman (Administrator) __X__
- b. Claire Wood (Certificated Staff) __X__
- c. Chad Pettigrew (Certificated Staff) __X__
- d. Raksha Vaiyapuri (Classified Staff) _____
- e. Alexandra Vargas (Certificated Staff) __X__
- f. Jennifer Gonzales (Parent) __X__
- g. Grace Maas (Parent) __X__
- h. Jose Romero (Parent) __X__
- i. Dominique Mason (Parent) __X__
- j. Anabel Zarate (Parent) __X__

4. Approve minutes of SSC meeting dated 4/29/2025

a. Minutes from Prior Meeting:

[SSC Meeting Minutes 4.29.25.docx](#)

Motion – Grace

2nd – Anabel

Approval: ____Xyes ____No

5. Purpose of School Site Council
 - a. The purpose of the SSC is to conduct a comprehensive needs assessment, including an analysis of verifiable state and local data, provide recommendations related to the school's Title I program, and participate in the development and approval of the school's SPSA.
 - i. Approve expenditures of funds
 - ii. Recommend the SPSA to the School Board
 - iii. Provide ongoing review of the implementation of strategies/services in the SPSA to address the needs of the students
 - iv. Modify the SPSA as needed
 - v. Evaluate the progress of school's goals to increase academic achievement annually.
6. School Safety Plan
Vote: 9/0
Motion: Chad
2nd: Anabel
7. School Compact: [WMS Parent Compact Eng 25-26.docx](#)
 - a. Motion: Anabel
 - b. 2nd: Alexa9/0 Vote
Motion: Anabel
2nd: Jennifer
8. Parent Engagement Plan
 - a. [Williams Parent Family Engagement Plan 2024 25.docx](#)
Vote: 9/0 Motion: Jose Romero 2nd: Anabel
9. Importance of Daily Attendance
 - a. [Middle High Handout 042924.pdf](#)
10. Vote on Budget Change
 - a. Proposal to move \$500 from item 4a1(Smore) to 4a4 Unforeseen Expenditures
 - b. Motion – Chad Pettigrew
 - c. 2nd – Claire Wood
 - d. 9/0 VoteApproval: ____Xyes ____No
11. Vote on 24-25 and 25-26 Prop 28 plans
Vote: 6-0. 4 Abstained
12. The next meeting is scheduled for __Dec 9, 2025 at 5 p.m.

13. Public comments: None
14. Vice Chairperson called the meeting adjourned at 5:30 p.m.