



**Commonwealth Elementary School  
School Site Council  
Meeting #1 | Minutes  
Oct 21, 2024  
3:30 PM in Room 11A**

Purpose: Orient members to the rights and responsibilities of the School Site Council.

**I. Welcome: 3:30pm**

- a. Roll Call (sign-in sheet)
- b. Report of Election and Seating of New Representatives
  1. The nomination and election processes were reviewed with the members.
- c. Public comments

**II. SSC Training**

1. Review School Site Council Training
  1. Acronyms
  2. Terms
  3. Robert's Rules of Order

Members were able to watch a short video that explained the purpose of the SSC and reviewed the rules and norms of the SSC.

**III. Election of Officers (consistent with bylaws)**

1. Chairperson / Vice-Chairperson: Jon Adams, Parent
2. Secretary: Lizbeth Trujillo, Staff Member
3. Parliamentarian (if in bylaws)

Five parents and five staff members including the Principal

**IV. Approval of Minutes from Previous SSC Meeting**

Mrs. Christenson  
Mr. Adams

**V. Review Uniform Complain Procedures**

Members were explained the process to submit a complain – anyone can do this through the FSD website.

**VI. SSC Bylaws**

1. Review, amend (if necessary), and approve bylaws  
Pending

**VII. Review of SPSA goals and actions**

1. Amendments

Executive Summary was reviewed by the members.

**VIII. Parent Involvement Policy**

1. Review and get input on the District Parent Involvement Policy
2. Review and get input on the School Site Parent Involvement Policy
  1. This will be approved at the following SSC Meeting

3. Review and get input on School-Family Compact
  1. This will be approved at the following SSC Meeting
4. Discussion and Suggestions for Parent Outreach and Parent Involvement Activities

At the next meeting the members will have the opportunity to approve or amend the School Site Parent Involvement Policy and the School-Family Compact.

Some opportunities for Parent Involvement:

- CCSPP Steering Committee
- CCSPP Site-Based Advisory Committee
- Fall Festival
- Disney Musical
- Dental Program on campus
- Vision to Learn

IX. Additional Items

X. Adjournment: 4:25pm