School Site Council (SSC)

Agenda/Minutes

TITLE I AND NON-TITLE I SCHOOLS

School Name:____Will Rogers Middle School_____School Year:_2025-2026__

Principal: _Vanessa Adolphson_____ SSC Chair: _____

Meeting Date: 11/18/25	**Meeting Location**: Library
Starting Time: 3:00pm	**Ending Time**:

Participants: Elected SSC Council Members. All staff, parents and members of the public invited.

Item/Time Limit	Actions Requested	Person Responsible
1. Call to Order (1 minute)		**Chair**
Comments/Parent Advice Adolphson calls to order		
2. Roll Call (1 minute)		**Secretary**
Comments/Parent Advice Vanessa Adolphson, Principal Ray Rizzo- Parent Hildelisa Ruiz Medrano, Parent Kaitlyn Sleeper - Teacher Andrea McMahon- Teacher Svetlana Frankenberger- Teacher Rachel Gardner- other staff Lalee Kaylee- Student Rosemary Mawi- Student Jacob Cruz- Student		
3. Additions/Changes to Agenda (_ min.)		**Chair**
Comments/Parent Advice		
4. Reading and Approval of Minutes 9/16/25 and 10/29		**Secretary**
Comments/Parent Advice		
5. Reports of Officers/Committees		**Chair**

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Recommendations from ELAC (_min.)		
Comments/Parent Advice		
6. Public Comment (_min.)	***Not Applicable**	**Chair**
Comments/Parent Advice		

***Under the Open Meeting Law, no action related to public comment may be acted upon at the meeting. Issues raised at the meeting may be scheduled for another SSC meeting, as approved by the council. Public comment is generally limited to two minutes per person.**

7. Unfinished Business (_ min.)		**Principal**
1. Bylaws		
8. New Business (_ min.)		**Chair/Principal**
Comments/Parent Advice 1. Vote on Bylaws 2. Budget Review 3. Schoolwide Data		
9. Adjournment (1 min.)		**Chair**
Comments/Parent Advice		

Prepared By: _____(signature) Date: _____
(type name)

Attach sign-in sheet

Send completed Agenda/Minutes and sign-in sheet to the Office of Student Learning Assistance
Questions: wanda.shironaka@sanjuan.edu

Requirements and District Practices that need to be documented on SSC agenda and minutes with member signatures

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Timeline to Agendize and include in minutes	Requirements and District Practices
April/May or Sept./Oct.	Selection/Election of SSC Council (Requirement)
After the SSC election	Professional Development and Training for SSC-Roles and Responsibilities for representatives elected (Requirement)
After the SSC election	Develop Meeting Calendar for the school year (District Practice)
At scheduled meetings	Review Student Achievement Data (Requirement)
August-October	Develop the Single Plan for Student Achievement (SPSA) (Requirement)
October	SSC develops and approves the SPSA (Requirement)
Dec. to May	Monitor the Implementation of the Single Plan for Student Achievement (SPSA) (Requirement)
August-October	Annually review and revise the plan and proposed expenditure of funds (Requirement)
January-February	Mid-Year Evaluation of the effectiveness of the Single Plan for Student Achievement (SPSA) (District Practice)
June-August	End-Year Evaluation of the effectiveness of the Single Plan for Student Achievement (SPSA) (Requirement)
At scheduled meetings	For Sites with ELAC -Coordinate with ELAC to review programs for English learners (Requirement)
At scheduled meetings	Obtain Recommendations from other school site advisory, standing and special committees regarding the focus of the Single Plan for Student Achievement (SPSA) (Requirement)
At scheduled meetings	Seek input and feedback from SSC on expenditures using Local Control Funding Formula (LCFF) (District Practice)
Sept. – Nov.	Development of SSC Bylaws (District Practice)
When Safety Plan is due	Coordinate with the Safety Committee regarding the Safe School Plan
Sept./Oct. or May/June	Develop and annually review the school level Parent Involvement Plan and School Parent Compact