



Twin Lakes Elementary

School Site Council Agenda

October 24, 2025
7:45-8:30 AM

Link to slidedeck: [📄 School Site Council Meeting #1](#)

Members:

Parents/Community		Classroom Teachers	Other School Staff
Sara Shakked	Megan Warnick	Diana Nordin	Erin Frey
Cathy Evans	Randy Zeiter-Smith	Stacy Costas	Principal
Emily Ko		Melanie Dillie	Teresa Rowan

1.0 Welcome, Introductions & Review of Agenda

2.0 Site Council Training

3.0 Election of Officers

4.0 Review of 2025-2026 School Plan for Student Achievement ([SPSA](#)) Goals

5.0 Public Comment

6.0 Discussion: Proposed Future Meeting Dates/Times

7.0 Adjournment



Twin Lakes Elementary

School Site Council

Minutes

October 24, 2025
7:45-8:30 AM

Members: **Present**

Parents/Community

Sara Shakked

Cathy Evans

Emily Ko

Megan Warnick

Randy Zeiter-Smith

Classroom Teachers

Diana Nordin

Stacy Costas

Melanie Dillie

Other School Staff

Erin Frey

Principal

Teresa Rowan

1.0 Welcome, Introductions & Review of Agenda

- Mrs. Rowan welcomes council members, distributes meeting materials and the sign-in sheet.
- The meeting started at 7:50 am.
- What's the weather?:
 - The year started off stormy, but the school has found a good rhythm.
 - The Art Docent program is upland running and is off to a great start.
 - Discussion about the Accelerated Reader program - finding a balance of meeting goals and staying within the appropriate reading level, as well as suitable grade level content.
 - Comments about the incredible parent involvement at Twin Lakes.
- Agenda reviewed by Mrs. Rowan

2.0 Site Council Training

- Mrs. Rowan explained the purpose of the School Site Council (SSC). SSC has decision-making authority over the use of the funding that is allocated to the school. The SSC annually reviews and updates the School Plan for Student Achievement (SPSA), identifying proposed expenditures for the funds. The SSC

supports student achievement through continuous improvement, monitoring, and evaluation of the SPSA.

- General funds go towards the operation of the school and supplemental funds are based on enrollment and attendance.
- A budget is a statement of values. The budget for Twin Lakes is \$31,500.00. The largest expenditure is allotted to recreation aides, leaving approximately \$20k. The SSC works to align resources and actions to these dollars.
- SSC meetings have a sign in process to demonstrate quorum, compliance and composition. Agendas and minutes reflect decisions, votes and topics discussed.
- Developing the School Plan for Student Achievement
 - Must include a Comprehensive Needs Assessment and a process for evaluating and monitoring the implementation of the SPSA.
 - Goals set to improve pupil outcomes
 - Evidence-based strategies, action or services
 - Proposed expenditures
 - The data we look at will apply to decisions for the next year's plan.
 - We will also be looking at the state of the current SPSA plan.

3.0 Election of Officers

- Mrs. Rowan reviews officer roles and responsibilities.
- In a unanimous vote, Randie Zeiter-Smith is elected SSC Chairperson.
- In a unanimous vote, Emily Ko is elected SSC Vice Chairperson.
- In a unanimous vote, Megan Warnick is elected SSC Secretary.

4.0 Review of 2025/2026 School Plan (SPSA) Goals

- **Goal 1: Student Achievement**
 - Actions: Reading, Math, and English Learner materials, Curriculum software, Intervention Teacher, Instructional Support Staffing, and Bilingual Support Staffing
- **Goal 2: Student Engagement**
 - Actions: Attendance/Behavior incentives, Student Recognitions, Positive Reinforcements, School Events

- **Goal 3: School Conditions, Climate, and Family Engagement**

- Actions: SEL (Social Emotional Learning) curriculum license and classroom materials, Recreational Aides, Family Engagement meeting materials, and increased opportunities for parent leadership
 - The SEL curriculum from last year, Positivity Project, was replaced with Character Strong. The new curriculum is organized by grade. The group received feedback that teachers are using a variety of tools for SEL.
 - The school is looking to expand opportunities for parents in leadership roles, helping to boost confidence and comfort levels of parents/care givers coming to campus to volunteer. The Art Docent program has brought a large number of volunteers on campus, helping facilitate leadership opportunities.
 - There is discussion about bringing a science based program to the school similarly designed to the Art Docent program.

5.0 Review Current Data

- Enrollment
 - Current enrollment is 487 students (234 female, 253 male), 511 with TK.
- Attendance
 - Goal is to have 95% or higher attendance. This gets the school full funding. Friday is the most frequent day of school missed.
- Behavior
 - Some behavior is predictable - patterns show spikes in October and the end of the year.
- CAASPP
- Climate Survey
- Positivity
 - New this year - celebrations for no tardies and no absences, etc.

6.0 Public Comment

- No members of the public are present at the meeting.

7.0 Discussion: Proposed Future Meeting Dates/Times

Proposed Meeting Dates:

January 23, 2026

March 20, 2026

May 8, 2026

8.0 Adjournment

- Meeting adjourned at 8:52 am.

Next Meeting: January 23, 2026