

Williams Middle School
School Site Council Meeting - Agenda
12/9/2025 – 5:00 PM – Virtual (Teams)

Item	Description/Actions	Action Requested of SSC Members
1. Welcome: Call to Order	Hoffman	Informational
2. Roll Call		
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 9/30/25	SSC Meeting Agenda with Minutes 9.30.25.docx	Informational/Vote
5. CAASPP Score Review	Hoffman	Informational/Q&A
6. Updates		
7. Vote on SPSA adjustment/ budget change	Propose: Move \$1600 from 1a20 (assemblies and guest speakers) to 4a2 (additional supplies). Move \$3000 from 2a5- Counselor to 4a4- unforeseen.	vote
8. Determination of next meeting date	Discussion	Determination of date.
9. Public Comment		

1. Call to Order

- a. Time: 5:03 PM
- b. Date: 12.9.25
- c. By Whom: Chad Pettigrew

2. 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) X
- 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

3. Approve minutes of SSC meeting dated 9/30/2025

a. Minutes from Prior Meeting:

[SSC Meeting Agenda with Minutes 9.30.25.docx](#)

Motion – Jen Hoffman

2nd – Chad Pettigrew

Approval: 8 yes 0 No

4. Vote on SPSA Budget Changes

a. *Proposal to move \$500 out of Smore 4a1 to 4a4 Unforeseen circumstances*

Motion – Jen Hoffman

2nd – Chad Pettigrew

Approval: 10 yes 0 No

b. Proposal to add wording “to improve culture, climate, and student engagement/safety” to 1a20

Motion – Jennifer Gonzales

2nd – Anabel Zarate

Approval: 10 yes 0 No

c. Move \$1600 from 1a20 (assemblies and guest speakers) to 4a2 (additional supplies)

Motion – Jen Hoffman

2nd – Jose Romero

Approval: 10yes 0No

5. Present 2025 CAASPP testing results & have Q&A.

6. The next meeting is scheduled for February 24, 2026 at 5 p.m.

7. Public comments: N/A

8. Chairperson called the meeting adjourned at 5:35 p.m.