



Date Posted: 10/13/2025

School Name: **Bret Harte Elementary School**

### School Site Council (SSC) Agenda/Minutes

|                                       |                                     |
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| <b>Meeting Date:</b> October 16, 2025 | <b>Meeting Location:</b> Bret Harte |
| <b>Starting Time:</b> 5:31 pm         | <b>Ending Time:</b> 6:29 PM         |

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

| Item/Time Limit                                     | Actions Requested          | Person Responsible                        | Comments/Parent Advice                                                                               |
|-----------------------------------------------------|----------------------------|-------------------------------------------|------------------------------------------------------------------------------------------------------|
| <b>Call to Order</b><br>( 1 min.)                   |                            | <b>Chairman:</b><br><b>A.Gothard</b>      | Meeting called to order at 5:31 PM                                                                   |
| <b>Roll Call</b><br>( 1 min.)                       |                            | <b>Secretary:</b><br><b>C.Roulet</b>      | All members except Tim Miller, Sonia Carrillo, and Tiffany Smith are Present.<br>One guest, Ann Bead |
| <b>Additions/Changes to Agenda</b><br>( 1 min.)     |                            | <b>A.Gothard</b>                          | No Changes to the agenda                                                                             |
| <b>Reading and Approval of Minutes</b><br>( 3 min.) | <b>August 2025 Minutes</b> | <b>C.Roulet</b>                           | Minutes approved by consensus                                                                        |
| <b>Reports of Officers/Committees</b><br>( min.)    |                            | <b>A.Gothard</b><br><b>J.Piring Jones</b> | No reports                                                                                           |
| <b>Public Comment</b> ( 2 min. Per person )         |                            | <b>A.Gothard</b>                          | No public Comment                                                                                    |

**\*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.**

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| <b>Unfinished Business</b><br>( min.) | <b>SSC Meeting Calendar</b> |  | <ul style="list-style-type: none"> <li>• SSC meeting calendar reviewed; April and May meetings scheduled to allow extra SIPSA time.</li> <li>• Next meeting: December 18, 2025.</li> <li>• Title I/LCFF activities updated. Training occurred two years ago; members will be re-enrolled.</li> <li>• SIPSA review scheduled for December.</li> </ul> |
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|                                  |                               |                                 | <ul style="list-style-type: none"> <li>• Topics reviewed today: uniform complaint, family engagement, and evidence distributed.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>New Business<br/>(5 min.)</b> | <b>Attendance<br/>Updates</b> | <b>Jasmine Piring<br/>Jones</b> | <p>Attendance team formation underway; meetings may occur during the day.</p> <ul style="list-style-type: none"> <li>• Meetings scheduled biweekly.</li> <li>• Recognition: Bret Harte awarded Most Improved Attendance; Crispin visiting tomorrow.</li> <li>• Focus on positive, supportive attendance strategies.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>New Business<br/>(5 min.)</b> | <b>Safety Plan</b>            | <b>Jasmine Piring<br/>Jones</b> | <ul style="list-style-type: none"> <li>• Reviewed sections 10–16 including mission/vision, demographics, population, and instructional supports.</li> <li>• School Climate: prevention through academics, sports, and community circles; working toward PBIS.</li> <li>• Intervention: anti-bullying, SCOE training, Safezone training, and alternatives to suspension.</li> <li>• Repair: restorative practices with the goal of creating a safe, inclusive, and supportive environment.</li> <li>• Reviewed communication systems, cameras, and emergency procedures.</li> <li>• <b>Motion:</b> Ms. Jones motioned to approve the 2025–2026 School Safety Plan, noting that it aligns with district safety priorities, includes updated communication protocols, and adds additional cameras to strengthen supervision and emergency response systems.</li> </ul> <p><b>Second:</b> Mr. Gothard.</p> |

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|                                   |                                     |                                     | <b>Vote:</b> Motion carried unanimously (7 – 0).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>New Business<br/>(5 min.)</b>  | <b>Review SSC &amp;<br/>SPSA TL</b> | <b>Chairman/<br/>Administration</b> | Reviewed SSC/SPSA TL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>New Business<br/>(10 min.)</b> | <b>SPSA Updates</b>                 | <b>Chairman/Admin</b>               | <p>Approved: EGSI assessments (TK-K) and Lexia.</p> <ul style="list-style-type: none"> <li>• Pending approval: Heggerty, SCOE PL, Building Thinking Classrooms, Nearpod.</li> <li>• Not approved: class libraries; will seek grant funding.</li> </ul> <p><b>Motion #1 – Transfer from 2.6 to 3.5 (SCOE Professional Learning):</b><br/>Ms. Jones motioned to transfer \$3,440 from Goal 2.6 (Professional Learning) to Goal 3.5 to fund SCOE professional learning sessions supporting staff capacity building and instructional coherence.<br/>Mr. Gothard seconded.<br/>Motion carried unanimously (7 – 0).</p> <p><b>Motion #2 – Transfer from 2.6 to 1.2 (Heggerty Program):</b><br/>Ms. Jones motioned to transfer \$1,183 from Goal 2.6 to Goal 1.2 to reimburse Heggerty phonemic awareness program costs already received and strengthen early literacy instruction.<br/>Mr. Gothard seconded.<br/>Motion carried unanimously (7 – 0).</p> <p><b>Motion #3 – Transfer from 2.5 (Academic Conferences) to 2.3 (Nearpod and Building Thinking Classrooms):</b><br/>Ms. Jones motioned to move</p> |

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|                                   |                                                                                         |                                     | <p>\$4,000 from Goal 2.5 (Academic Conferences) to Goal 2.3 to purchase Nearpod licenses and Building Thinking Classrooms materials for three teachers (\$3,750 plus books), ensuring continued implementation of research-based instructional strategies.</p> <p>Mr. Gothard seconded.</p> <p>Motion carried unanimously (7 – 0).</p> <ul style="list-style-type: none"> <li>• \$7,800 available for P.E; \$3,500 allocated to P.E.; future PBIS program funding discussed.</li> </ul> |
| <b>New Business<br/>(10 min.)</b> | <b>Uniform<br/>Complaint<br/>Procedures</b>                                             | <b>Chairman/Admin</b>               | <ul style="list-style-type: none"> <li>• Reviewed who can file and what issues qualify.</li> <li>• Not covered: health/safety, child abuse, teacher complaints.</li> <li>• Process: complaint → principal → superintendent → findings within 30 days.</li> <li>• Williams' complaints: building/material issues.</li> <li>• To be updated for 2025–26 and available online, in newsletters, and in the office.</li> </ul>                                                               |
| <b>New Business<br/>(10 min.)</b> | <b>25-26 School<br/>Parent &amp; Family<br/>Engagement<br/>Policy &amp;<br/>Compact</b> | <b>Chairman/<br/>Administration</b> | <p><b>Parent/Family Engagement Policy</b></p> <ul style="list-style-type: none"> <li>• Title I funds for engagement were used strategically.</li> <li>• Parents can serve on SSC and ELAC.</li> <li>• Policies align with LEA and district requirements.</li> <li>• Annual family meeting held during Back-to-School Night.</li> <li>• Meetings held at 5:30 p.m. to accommodate working parents.</li> </ul> <p><b>Parent-School Compact</b></p>                                        |

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|                                        |                         |                       | <ul style="list-style-type: none"> <li>• School: HQFI, professional learning, standards-based learning, and interventions.</li> <li>• Parents: ensure attendance, provide study space, monitor progress, encourage positive activities.</li> <li>• Communication: ParentSquare, Infinite Campus, Google Classroom, conferences.</li> <li>• <b>Motion</b> by Ms. Jones to approve Parent/Family Engagement Policy and Parent-School Compact. Seconded by A. Gothard. 7 yes 0 no, motion carries.</li> </ul>                                                                                       |
| <b>10. New Business<br/>( 10 min.)</b> | <b>ELAC Updates</b>     | <b>Administration</b> | No Updates.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>11. New Business<br/>( min.)</b>    | <b>Staffing Updates</b> | <b>Administration</b> | <ul style="list-style-type: none"> <li>• New 2nd-grade teacher: Ms. Lee, moving in to start by the end of the month.</li> <li>• Ms. Banks in Induction; Ms. Koi providing support.</li> <li>• Aide Michelle Morrison retired; a new aide and basketball coach are being hired.</li> <li>• Mr. Peterson is out for the remainder of the school year; Ms. Ruiz's time ends this month.</li> <li>• Ms. E is moving from 2nd to Kinder; long-term Kinder recruitment is planned.</li> <li>• Enrollment team forming; January 2026 'Kinder Fridays' for families; evening sessions planned</li> </ul> |
| <b>12. Adjournment<br/>( min.)</b>     |                         | <b>Chairmen</b>       | <p>Next meeting scheduled for December 18, 2025.</p> <p>Motion to adjourn by Andrew, seconded by Meg DeCoursey. All approved.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

Date Posted: 10/13/2025

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|  |  |  | Meeting adjourned at 6:29 PM. |
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Prepared By: Christina Roulet (signature) Christina Roulet  
(type name)

Next Meeting Date: 12/18/2025

Attach sign-in sheet