



Date Posted: 12/14/2025

School Name: **Bret Harte Elementary School**

School Site Council (SSC) Agenda/Minutes

Meeting Date: December 17, 2025	Meeting Location: Bret Harte
Starting Time: 5:30 pm	Ending Time: 6:30 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
Call to Order (1 min.)		Chairman: A.Gothard	Meeting called to order at 5:31 PM
Roll Call (1 min.)		Secretary: C.Roulet	Members in attendance: Meg DeCourcy, Adam Gothard, Christina Roulet, Tiffany Smith, Jasmine Piring Jones, Tim Miller, Richard Blatchford, Julissa Leal
Additions/Changes to Agenda (1 min.)		A.Gothard	No Changes to the agenda
Reading and Approval of Minutes (3 min.)	October 2025 Minutes	C.Roulet	Minutes approved by consensus
Reports of Officers/Committees (min.)		A.Gothard J.Piring Jones	Current enrollment: 201 (220 including PreK) <u>Attendance:</u> -Attendance recognition earned for the 3rd time in a row -Overall absenteeism decreased by 16% <u>Staffing update:</u> -RSP position vacant due to Ms. Smith's departure
Public Comment (2 min. Per person)		A.Gothard	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.**

Unfinished Business (min.)	SSC Meeting Calendar & SPSA TL		• District budget currently on a spending freeze (Title I funds remain available; LCFF restricted) • January budget development meeting postponed • SSC may need a special virtual meeting in January (prior to January 22) to review budget allocations • Next regular SSC meeting scheduled for January 19
New Business (30 min.)	SPSA Mid-Year Review	Jasmine Piring Jones	Goal 1 – ELA (SIPPS Implementation) • SIPPS implemented 5 days/week in grades 1–2 (small group) • Grade 4: partial implementation (4–5 days/week) • Grades K, 3, 5, 6: not fully implementing - Grade 3: new program; receiving support and training - Grade 6: intervention model • Plan to align SIPPS with RSP and reading intervention through regrouping • Materials in use: Lexia, Zoo Phonics, Heggerty, and classroom libraries • <u>Implementation status:</u> - SIPPS: ~50% partially implemented - Academic conferencing with SCOE coach: ~25% implemented (limited by lack of substitute coverage) - ELA professional development: 0% site-funded (district PD available but optional)

			<u>Technology and Instructional Supports</u> ● I-Pads provided for intervention use (implemented) ● Chromebooks available; working to exchange older devices ● Some devices from 2020 distribution still being inventoried Goal 2 Math and Data Use ● Programs: i-Ready and Nearpod implemented; IXL not implemented ● Goal to increase teacher collaboration around data analysis ● Academic conferencing limited due to lack of substitutes ● Implementation status: ~50% partially implemented Goal 3 Attendance and Engagement ● Reverse field trips implemented: B Street Theatre (all school) ● Fairy Tale Town classroom critters ● Chronic absenteeism reduction strategies in progress ● Implementation status: ~80% Goal 4 (No additional updates provided) Goal 5 Culture and Climate / Suspension Reduction ● Staff participated in SCOE culture and climate training
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			• Implementation status: ~80% • Academic impact data to be reviewed in January SPSA Midyear Review Approval • Motion: Gothard • Second: Blatchford • Vote: Approved (8 yes, 0 no)
New Business (30 min.)	SPSA & Budget	Chairman/Admin	SPSA Goal Alignment • Reviewed SPSA goals: ELA, Math, Attendance, Culture and Climate, and English Learners • Discussed Goal 5 (Suspension Rate) - 4 total suspensions this year; 3 students account for multiple incidents - Suspension data impacts a small number of students - Council discussed shifting focus to Culture and Climate measures that affect more students • Proposed use of Kelvin survey data (anti-bias, self-regulation, belonging) - To be administered 3–4 times per year to monitor progress • Noted suspension was previously included due to a red indicator on the CA Dashboard • Agreed to review SPSA strategies and Dashboard data for alignment and clarity for staff and families Budget Priorities

			• Flexible seating (rocking chairs, fidget chairs) to support attention and self-regulation • Professional development for staff on: - Culture and climate - Self-regulation strategies - Meeting diverse learning needs • Restorative practices and consistent schoolwide language • Wellness supports (e.g., yoga, mindfulness, possible student leadership model) • Parent training to reinforce strategies at home • Noted some materials (technology, PE, library, garden) may be funded through Measure H Implementation Considerations • Importance of staff participation in professional learning • Need for consistent practices across classrooms, recess, and common areas • Communication to families through newsletters and parent-friendly data explanations • Building sustainable systems that continue regardless of staffing changes Recognition that culture and climate support academic outcomes through transferable student skills
10. New Business (10 min.)	ELAC Updates	Admin	ELPAC Testing • 13 students scheduled to take the ELPAC in February

			● Testing team: - Mr. Rule – ELPAC Coordinator - Jones – Test Administrator (training) - Support may be provided by Mr. Andrew (RSP aide) ● Testing plan: - K–2 assessments are 1:1 and time intensive - Speaking domain takes the longest - Reading, writing, and listening may be administered individually through pull-out sessions - Considering one domain per day to prevent student fatigue - Completion timeline dependent on student attendance Family Language Support ● Families needing language support are encouraged to notify the school ● Acknowledged that some families may not be aware of available supports
11. New Business (10 min.)	26-27 Enrollment		Intent to Return Survey ● Current data indicates approximately 3.8% of students are not returning - TK: one student moved out of the area; one enrolling at Crocker ● Only four TK families have completed the survey to date ● Additional follow-up calls will be made to families who have not responded

			• Data will be used for preliminary budget and staffing projections TK Program and Enrollment • Currently one TK class; space available to add a second class if enrollment supports it • Goal is to enroll students who will continue into Kindergarten at the site • Outreach efforts include: - TK tours - Family engagement events (Art Night, Fall Festival, Bear Market) - Distribution of informational flyers highlighting attendance, academics, differentiated instruction, and school vision - Collaboration with local realtors to share school information with families moving into the area • Enrollment timeline: - Enrollment opens in January - Open enrollment begins in February
12. Adjournment (min.)		Chairmen	Motion to adjourn: Gothard Second: De Courcy Vote: All approved 6:30 PM

Prepared By: Christina Roulet (signature) Christina Roulett
(type name)

Next Meeting Date: 2/19/2026

Attach the sign-in sheet

Bret Harte Elementary – SPSA Goals (2025–26)

Goal 1: English Language Arts (ELA)

Increase ELA proficiency from 30% to 35% by June 2026 by strengthening foundational literacy skills through a UDL approach.

Goal 2: Mathematics

Increase the percentage of students meeting or exceeding standards in Mathematics by 5% annually through differentiated instruction and targeted supports.

Goal 3: English Learner Reclassification

Increase the number of English Learners reclassified by 10% annually, with students reclassifying within 5 years of entering SCUSD.

Goal 4: Attendance

Reduce chronic absenteeism by 5% each year until the school reaches 10% or less chronic absenteeism.

Goal 5: School Climate / Suspension

Reduce the student suspension rate from 5% to 3% by June 2026 through improved school climate and behavioral supports.