

San Jose Charter Academy
School Site Council Minutes #1

Members:

Rachelle Touzard, Contessa Ruiz, Robert Torres, Veronica Clairmont, Victor Medina,
 Erin Shiroma, Jenniffer Gillette, Brittany Williams, Pam Orozco, 5th Staff: TBD

October 21st, 2025

Welcome & Introductions	Mrs. Shiroma welcomed everyone to our first SSC meeting of the 25-26 school year. Members not in attendance: Robert Torres Everyone in attendance introduced himself or herself and shared why they were on SSC. Mrs. Shiroma reviewed member list & list of meeting dates.
SSC Yearly Training/Roles & Responsibilities	Mrs. Shiroma provided power point presentations to members. She reviewed the role of School Site Council and member responsibilities with members. • Bylaws state that members can't miss more than two consecutive meetings; Zoom and phone meetings are an option. • Training: elected through PS; term is two years; student must attend school if serving as a parent; • We choose to have an SSC; we also decide to have an English Learner Advisory Committee, as we are a charter school. • Most significant growth comes from conflict and understanding; action should be shared openly, not confined to a confidential meeting. This isn't a closed meeting; anyone is welcome to attend. • This differs from the Board of Directors; SSC is more influential in the how, such as improving reading or math, or increasing attendance. • The board decides what: we would like funds. SSC is ground level. • Bylaws: reasoning rules of operation; agenda is posted; need to meet at least four times a year. • Monthly guidelines: A quorum must be present for action to be taken. • Ms. Shiroma would like to start meeting in September and then discussed the agenda for future months. March starts planning for next year; need reflection and input for LCAP. • The Board of Directors looks at the LCAP, the full school budget, in June. Local Control Ability Plan - allocation of money to first serve the most needy, most vulnerable students and the whole community; be most inclusive of everyone's needs based on data. Every district has the obligation to go over the money. • Mrs. Ruiz asked if LA County has an SSC. Mrs. Shiroma said all schools have an SSC.
May, 2025 Minutes Review/Approval	Members were asked to review and make a motion to approved the minutes from final meeting of last year's May 2025. Motion was made to approve the minutes by Mrs. Gillette, Seconded by Mrs. Williams. Aye: 8; No 0 Minutes Passed.
Handbook	Handbook was given to each member for review – If you have any questions or comments, please email either Mrs. Shiroma to SSC@sjcharter.com or bring your questions to our next meeting.

By Laws	By Laws were given to each member for review. Mrs. Shiroma shared that the By-Laws can be built together by committee, and suggestions can be made. We use staff as sounding board. Asked members to review the By Laws for next meeting and get to know them. She shared that they can be amended. If anyone find something to be amended, she asked us to send suggestion, revisions or questions to By Laws to Ms. Shiroma by Friday, Nov. 21st before fall break.
Election of Chairperson	Need to elect officers: Chairperson, Vice-Chairperson & Secretary. Mrs. Shiroma opened up the floor for nominations. Mrs. Ruiz nominated Mrs. Shiroma as Chairperson. Mrs. Touzard seconded. Vote: Aye 7; No 0 Dr. Orozco nominated herself for Vice-Chairperson. Mrs. Gillette Seconded. Vote: Aye 7; No 0. Mrs. Gillette nominated herself for Secretary. Mrs. Shiroma seconded. Vote: 7 Aye; No 0.
Student Achievement: LCAP (Single Plan)	Mrs. Shiroma shared the LCAP/Single Plan with the members in their binders. Mandatory Plan by every school district in the state of California. Requires staff, parent, and student feedback in the creation of this plan annually. It is meant to hold districts accountable for how we spend our funding. We get approximately 1.4 million annually. It is determined by English learners, free and reduced students, unhoused, etc. • LCAP: started as a 6-page document; much larger now. Challenge: is too wordy; hard to make sense of; can be redundant; portal to update; imputed into portal. • Publicly available on the website, state dashboard, and the school's report card. Generalized information on who we are and what we aim to do; the same description in what we put into our Blue Ribbon application; started as a school, now a district. • Vision is the list of bullet points at the bottom; Ms. Shiroma read through it. • Instilling, not going for perfection. • Updated: Leader in Me school; leadership and student voice matters; not loud - have quiet and confident leadership; steadfast in their delivery. • How to execute the bullet points: Five goals; educational partners are our community; this aligns with what LCAP wants us to do. Not just letters to us. • 1. Technology - always important to us, for learning, allocating money to learning, allocating money to the learning, and providing access for students, staff, and families. How do we access the outside world? • 2. Top talent: every single person on staff, in every department, be proactive rather than reactive. Professional development: the adults - to use the access; professional development targeted. • 3. Everyone is as proficient as possible; how we bring forward academics. We can deliver a solid education. We do this to make sure our students are learning; we aren't allowed to underperform, we cannot fail; we must be able to deliver a different model and get results. • 4. Partnership with parents: more connected with and for students; better off we are; SLC conferences; parent workshops—community, with and for our students. • 5. School Climate: makes a difference in whether students want to come to school. This is a place where families choose to be. In a week, unveil performance turf; 25,000 square feet holds promise for a shift in teaching and learning. Students in more natural spaces; can we get different results? Phase 1: Do you feel proud when you walk in? How many classrooms can we create

	outside, not bound by four walls, that take students outside and create learning spaces? Ask all stakeholders how we should generate shade once we start using the space. • Mental health - SEL enables individuals to advocate for themselves and others. We have five goals because they are part of our pillars. Plan forward for the next 28 years; actions maintain our fundamentals; & reassess for the times we are in. • Working off a \$22 million budget. • Ms. Shiroma asked if there were any questions or feedback
Expanded Learning Opportunities Plan	Mrs. Shiroma shared that the Expanded Learning Opportunities Plan was provided to help our students who are have been impacted due to the learning loss attributed to the pandemic. This based on Free & Reduced, Unhoused, English learner numbers. Mrs. Shiroma asked how we could afford all of this during the recession; would this be a possibility? Ms. Shiroma said we maintain a healthy reserve. 10 million in reserves. We were just awarded the COPS grant, also known as the ACES grant, which provides federal dollars for after-school programs, a funding source we weren't expecting to receive: \$200,000. Worked hard to maintain our unduplicated count: EL, Free and reduced, Fosters. 55% gives us about 1500 per student for ELOP. Now gives us access to continue. Want to be able to access the entitlements for what our students and community deserve; these still support our priorities, to maintain a healthy reserve. We are financially sound and still committed to our goals. Mrs. Clairmont asked if any federal money would be taken away, and Ms. Shiroma said no. Every child gets fed. Mr. Medina asked when we can expect to know the funding amount for the year, and we are concerned about whether anything on the horizon could change it. Also, who applies for grants and who records them. Ms. Shiroma says in November and recorded in December. In January, the governor submits his budget; it takes six months for legislators to agree on it. COLA 2%, rising cost is more than. We build the budget in February and March; with May revisions, it gives us a good indication of what goes forward. When we present the budget to our board in June, we will make final decisions on whether to write the grant ourselves or hire a grant writer. Grants fall on our business department. We perform well in audits, with no findings. Serves as our guiding principle for how we proceed with spending. Title I funding is how we support our neediness; Title 2 is professional development, and Title 4 is a kitchen sink category. SSC is a stepping stone to our board. Mrs. Shiroma said we will continue to go over our LCAP throughout the year.
Ending	Mrs. Shiroma closed the meeting and asked if you hear things from parents we can put things on the agenda. Motion to adjourn: Mrs. Gillette; Mrs. Touzard seconded. Meeting adjourned at 4:43 pm.

Topics for Next Meeting:

- **By-Laws Questions & Approval**
- **Title I, Title II Budget Review/Approval**
- **Parent Involvement Policy Review**
- **Parent Involvement Activities**