

San Jose Charter Academy
School Site Council Minutes #3

Members:

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

January 20th, 2026

Welcome	Mrs. Shiroma welcomed everyone. Members not in attendance: Robert Torres Brief Overview -Signing off on policies that relate to broader school community: -What is our role of SSC-to approve of budgets and plans and also to have a general awareness of other policies and reports to help inform what we do decide on.
December, 2025 Minutes Review & Approval	Reviewed minutes from the December, 2025 meeting. Mrs. Williams pointed out that the categories in the left column do not always line up with the information in the right column Motion was made to approve the minutes by Mrs. Williams, Seconded by Dr. Soto Aye:8 ; Noes 0 Minutes Passed
Parent Involvement Policy/Activities Final Review	Tabled to next month.
Comprehensive Safety Plan	Mrs. Shiroma discussed the updated SJCA Comprehensive School Safety plan. She shared that we have revamped the plan to include updated requirements for this year and next. Sections included in the Plan: • Objective Of The Plan/Vision for Safety Assessment of School Safety/Crime • 24-25 Suspension/Expulsion Data • 24-25 Attendance Rates • 24-25 Chronic Absenteeism • Spring, 25' MRA (School Satisfaction) Survey Results • Firearm Safety Notification • Protocol for Dangerous, Violent, Unlawful Activities (Added Jan. 24) • Suicide Prevention Plan • Opioid Overdose Protocol (Added Jan. 24') • Cybersecurity/Cyber Safety • Child Abuse Reporting • Disaster Procedures/Protocols/Evacuation Maps • Emergency Response Guidelines for: • Aircraft Crash - Animal Disturbance - Lockdowns - Biological/chemical release

	Active Threats (Bomb, Suspicious package, etc.) Bus Disaster Disorderly Conduct Earthquake Explosion Fire in surrounding area/on campus Flooding Loss/Failure of Utilities Car Crash Psychological Trauma Food/Water Contamination Unlawful Demonstration or Walkout Emergency Evacuation Maps/Campus Maps Security Camera Protocol • Emerg. Procedures for Special Needs Students (Effective Jan. 24') • Emerg. Circumstances for Special Needs Students in case of school closure (Effective Jan. 24') • Threat Assessment/Early Identification Procedures • Public Use for Emergency Shelter • Suspension/Expulsion Policies/Procedures • Procedure for notifying teachers of dangerous pupils (Effec. Aug. 24') Nondiscrimination/Harassment Policy & Procedures Dress Code • Safe Ingress/Egress • School Discipline • Workplace Violence Prevention Plan (Effec. July, 24') • Cardiac Emergency Response Plan • Health Guidance for Sports during Extreme Heat • Immigration Policies (Effec. March 26') SJCA Board to review Mrs. Shiroma asked if there were any comments or questions. Mrs. Shiroma shared that the Safety Plan is housed in the front office for anyone who would like to review it and that the Safety Plan must be reviewed by Police & Fire Department personnel and as well as SJCA Board for their approval. All members present signed off on the approval of the Safety Plan. Mrs. Shiroma will be reaching out to the WCPD to get their approval. The plan was submitted to the SJCA School Board this month for their approval. Question by Veronica Are there any sexual assault or title 9 included in this? Title 9 has its own policy in student handbook. Child abuse is a PD that employees complete an annual training. Room parents are going to start completing the training as well Motion was made by Mrs. Williams to approve the Safety Plan. Dr. Soto seconded it. Ayes: 6; Noes 0. Motion passed
School Accountability Report Card Review	Ms. Shiroma shared what the SARC is and what components it entails. Presented to the board on January 5 Academic outcomes, the facilities and all points the state requires a school to meet.

	Sources: Data quest, dashboard 24 page document “The purpose of the report card is to provide parents and the community with important information about each school.” It is based on the 24-25 school year data. When it talks about district, we are using West Covina School District, not just us. In this case-WCUSD is our authorizer and we are a school Components include: • Demographic data • School safety and climate for learning information • Academic data (state testing) • School completion rates for PFT • Class sizes • Teacher and staff information • Curriculum and instruction descriptions • Postsecondary preparation information • Fiscal and expenditure data Chronic absenteeism -we have greatly improved since the pandemic. School Climate School safety plan Distributions of students in the classroom Expenditures per pupil Mrs. Shiroma asked if there were any comments or questions. There were none.
SJCA Mid-Year Report	Ms. Shiroma shared the SJCA Mid-Year Achievement Report that was presented to our board earlier this month. She Discussed: ○ As a charter school, we are going to deliver on achievement outcomes and meet our fiscal responsibilities ○ We give mid year and annual updates • Presented to the board on January 5, 2026 ○ Captures student progress year to date • Started school year with teams (teachers, tech, etc.) envisioning the end of the year achievements • Vision Encompasses ○ Leadership, culture ○ Enhance engagement and enrichment ○ Optimize AI as a tool and not a crutch ▪ Safety with cyber security ○ Look at adult leadership priorities: be proactive ○ Engaging students and families • We are responsible for providing a mark of learning ○ Proficiency scale • Goal Centered Progress

- Schoolwide goal
- Grade level goal
- Class goal
- Student goal
- To measure goals we use a scale
 - One scale is the MAP Growth Assessment
 - Showed the growth from August to December for grade levels
 - Also showed how our average compares to the national average
 - We are above the national average
 - The growth is less in the older grades
 - The learning is more complex as they get older
 - Younger students just learning to read show explosive growth
 - Growth in 3-5 grades
 - Significant growth shows our practices are making a difference
 - Tutoring with 4-1 ratio of teacher to student
 - Junior Academy
 - Less growth but still well ahead of national average
 - Block scheduling of 100 minutes in each block for each core class
 - Allows teachers to slow down and take time in class
 - Typical schools will be in each class for about 42 minutes
 - As a whole
 - Students are growing as a whole
 - Some individuals did decline
 - Growth is not always a straight line
 - Can also look at growth in different populations
 - Socio economic disadvantaged
 - Students with disabilities
 - ELL students
 - Empowering student voices with technology
 - Using the student journey padlet
 - Protected (not public)
 - Develops voice
 - Allows student to highlight their own learning and accomplishments
 - There is no competition
 - Student can share with their own families and teachers
 - Reinforcing and building digital citizenship
- Conclusions
 - Ultimately what we are creating is students who will be able to contribute in a future we cannot see.
 - Not just what you know, but what are you going to do with it.

Ms. Shiroma asked if there were any questions:

	Question by Victor: How does the RIT growth work? Brittany and Pam explained how they explain how it works and how to look at it to their students and families. Question by Veronica: Who else sees the RIT scores? Board of directors and emailed to the district. We are working on how to share pieces with families. Contessa shared that she loved the piece about the lighthouse shared in the Sharky Brief.
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Topics for Next Meeting:

Parent Involvement