

San Jose Charter Academy
School Site Council Minutes #4

Members:

Rachelle Touzard, Contessa Ruiz, Robert Torres, Veronica Clairmont, Victor Medina,
 Erin Shiroma, Jenniffer Gillette, Brittany Williams, Pam Orozco, Yvonne Ronquillo

February 17th, 2026

<p>Welcome</p>	<p>Mrs. Shiroma welcomed everyone. Members not in attendance: Pam Orozco, Victor Medina, Rachelle Touzard, Yvonne Ronquillo</p> <p>End of term 2</p> <p>Transition Year</p> <ul style="list-style-type: none"> • Donna Hale Retired • Yvonne Ronquillo will be joining SSC <ul style="list-style-type: none"> ○ She represents the lower grades • Pam-5th • Brittany-JA • Jen-All through specials • Yvonne-1st <p>Well-rounded representation</p>
<p>January, 2026 Minutes Review & Approval</p>	<p>Reviewed minutes from the January, 2026 meeting.</p> <p>Mrs. Ruiz ‘What do lock downs look like at this school’</p> <p>Mrs. Shiroma-Everyone stays in place. No one is supposed to open the door for anyone. Teachers are instructed to not open doors, but if they see an individual stuck outside, it is up to your discretion. In any given moment, use your best judgement based on what is going on. Restrooms can also be locked.</p> <p>Do we have to do drills? By laws we are obligated to do one, but we can let elementary students opt out if parents want.</p> <p>Active threats include animals such as coyotes and dogs.</p> <p>We try to give students multiple opportunities to practice. Fire-close door Earthquake-door open Lock down-stay in place-Run, Fight, Hide</p> <p>Mr. Torres: Is there any coordinated effort with WCPD or Fire Department</p> <p>Mrs. Shiormoa -The plans do get signed off by the police and fire departments Fire is now more active with the first responders. We are making sure the fire department is more familiar with our campus.</p>

	<p>Do we have specific police officers who are designated to our school and more familiar with our campus?</p> <p>No--not enough in the department for that.</p> <p>Mrs. Ruiz -noticed the police outside the other morning. Neighbors are very upset about parents during drop off and pick up.</p> <p>Mr. Torres- Has having a satellite location to drop off and bus kids in ever been on the table</p> <p>Mrs. Shiroma - No we do not have bus transportation</p> <p>Mrs. Clairmont-About the request for access to information SB98</p> <p>Mrs. Shiroma-that just got board approved- as of March we are putting all of those policies out about what everyone’s rights are. Unless there is a warrant-the school does not release any records (birth certificates, ect.) of students or staff. Every child has a right to an education.</p> <p>The first priority is always safety</p> <p>The next thing is to give them an education based on their developmental needs for different grade levels.</p> <p>Motion was made to approve the minutes by Mrs. Williams, Seconded by Mrs. Clairmont Aye:6 ; Noes 0 Minutes Passed</p>
<p>Parent Involvement Policy/Activities Final Review</p>	<p>Mrs. Shiroma explained that this policy paints the picture of the perfect parent on a perfect day. This is a partnership and we ask everyone to do what they can.</p> <p>Mrs. Shiroma read the Parent Involvement Policy</p> <p>Mr. Torres: Would it be a good idea to have a summary of the policy or the bullet points?</p> <p>Mrs. Shiroma-Yes, I like that idea. After we edit and streamline the policy.</p> <p>Mr. Torres -It should say “Revised January 2025” (Right now it says 2024)</p> <p>Parent square messages can be translated into the language of choice for the families.</p> <p>It would not be too late to be doing this in March</p> <p>Mrs. Gillette-Should we factor in reading level in information and simply for translations?</p>

	<p>Mrs. Clairmont-In our community, there is more effort when the community has buy in</p> <p>Mr. Torres: Does the School Board approve this?</p> <p>Mrs. Shiroma: No, this is us SSC</p> <p>Mr. Torres: Can people accuse us of not following this policy?</p> <p>Mrs. Shiroma: The board does the blanket policies. All of this is already in the student handbook. There is ed code...everyone has the ability to file a uniform complaint and then the school has an obligation to investigate.</p> <p>Mrs. Shiroma is going to run this though and send us a couple versions to look at and edit.</p> <p>All the recommendations will come to the next meeting.</p> <p>Mrs. Gillette-Could we do this in a shared doc?</p> <p>Mrs. Shiroma Does everyone have access? Yes</p> <p>We are not making a motion at this time because we are making revisions for next month.</p>
--	---

FYI: * Board approved an additional minimum day. We are moving Celebration of Learning to April 9th (PM) and April 10th (During the school day).

Topics for Next Meeting:

Parent Involvement Policy