



School Site Council (SSC)

Agenda/Minutes 2026-27

Encina High School

Principal: Greta Scholtes

SSC Chair: Lawrence Doney

Date:	9/15/2026	Location:	B1	Start:	3:45 PM	End:	5:15 PM
--------------	------------------	------------------	-----------	---------------	----------------	-------------	----------------

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

Item/Time Limit	Actions Requested	Person Responsible
1. Call to Order (1)		Principal
2. Roll Call (1)	Introductions around table. Sign-in sheet includes names of members and guests All member were introduced and shared their hopes for the new school year. Larry shared a special appreciation for students and parents who dedicate a significant amount of time to serving on the School Site Council.	Secretary
3. Approval of (Additions/Changes) Agenda (2)		Principal
4. Reading/Approval of Minutes (5)	1. Approval of last meeting minutes, 5/29/26 (5) Larry noted a change that needed to be made that he was nominated for the award. Larisa moved to approve the minutes with the change above made. Marjan seconded the motion. The vote was unanimous to approve the minutes from last May.	Secretary 1. All
5. Reports (0)		Principal
6. Public Comment (0-5)		Principal
7. Unfinished Business (0)		Principal
8. New Business (80)	2. Voting: Chair, Vice-Chair, and Secretary (10) The council members discussed roles and voting for the upcoming year. Larry nominated Maren Elliott as secretary. Larisa seconded that nomination. The members unanimously voted for Maren Elliott as secretary.	2. All

AGENDA MUST BE POSTED 72 HOURS PRIOR TO THE MEETING DATE

	Maren nominated Larry Doney as chair. Members voted unanimously for Larry Doney as chair of the School Site Council. Tony nominated Anthony Brooks as vice chair. Members voted unanimously for Anthony Brooks as vice chair. 3. Review: Regular mtg. dates/times (10) Greta reviewed the schedule for Site Council meetings: • September 15 • October 20 • November 17 • December 15 • January 19 • March 16 • April 20 • May 18 4. SSC Training (25) Greta reviewed the purpose of the School Site Council including: decision on funding, resources for positions, reviewing data, making a comprehensive needs assessment, ensuring continues improvement, evaluating school progress towards goals, and working on the School Plan for Student Achievement (SPSA). Greta also explained the rules around the makeup of the School Site Council's membership: Parents and community members, students, certificated staff, and classified staff. Each group elects their own representatives. Greta also pointed out the rules requiring documentation from the Site Council to be submitted to the State of California. Greta also emphasized the opportunity for feedback from students and parents who were serving on various other committees as important sources of information to keep the School Site Council aware and in sync with other efforts. 5. Review/Revision/Approval of SSC Bylaws for 2026-27 (40) Greta introduced the bylaws and members reviewed the copies of the bylaws in their binders. Greta pointed out a confusing portion of the bylaws regarding if tied elections would be decided by a runoff election or by lots. This came up with the student representative this year and was decided by a runoff election. The group discussed this issue at length. In that discussion Marjan pointed out that because of the language barrier and cultural differences some parents are not clear about the function of voting for Site Council representatives. She suggested Talking Points could be used to inform more parents about what School Site Council is about.	3. All 4. G. Scholtes 5. All
--	---	--

	Antonio pointed out a problem with many students blocking Talking Points on parents' phones. Tony and Maren suggested that for both staff and the student elections a tie should be handled via a runoff election, but because of the difficulty of administering the parent and community member election, a tie in this election only should be decided by lot. Larry asked about the definition of "community member" and if it could be someone without an obvious tie to the school other than living in the neighborhood, and Greta clarified that definition. After the further discussion the group agreed to change the bylaws to reflect that all tied elections would be decided by runoffs except the parent and community member election which would be decided by lot. Greta suggested two changes to clarify the abbreviation ELAC and to add a spelling out of English Learners next to the EL abbreviation. All agreed to these changes. Ivy Akbari agreed to add the School Site Council dates and times to the school newsletter sent to parents to make sure all know that the meetings are open to the public. Anthony made a motion to adopt the bylaws with the above changes. Maren seconded the motion. The members unanimously agreed to adopt the bylaws with the stated changes. Greta emphasized the importance of using feedback from student and parent members who are serving on other committees as a strength for the council. Marjan commented on the need to get the word out about the seal of biliteracy test on 9/30. She agreed to have this added to the school announcements during 4th period. School Site Council was adjourned to the next month's meeting.	
9. Adjournment (1)		Chair

***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**

Prepared by	Signature	Date
Maren Elliott		9/25/26

scheduled for another SSC meeting, as approved by the council. Public comment is generally limited to two minutes per person.

Members

Principal	Greta Scholtes	Other School Staff	Larisa Peterson (F25-S27)	Student	Marjan Ahmadi (F26-S28)
------------------	----------------	---------------------------	---------------------------	----------------	-------------------------

Teacher	Antonio Contreras (F25-S28)	Parent/Community Member	Natalie Bell (F26-S28)	Student	Ilyas Bahari F26-S28)
Teacher	Lawrence Doney (F24-S27)	Parent/Community Member	Anthony Brooks (F26-S28)	Student	Ojehi Benito-Oserogho (F26-S28)
Teacher	Maren Elliott (F24-S27)	Parent/Community Member	Yasmin Calderon (F26-S28)		
Teacher	Kim Arrington (F26-S28)				

Sign-in Attached

Send completed Agenda/Minutes and sign-in sheet to the Office of Student Learning Assistance

Questions: crista.koch@sanjuan.edu

Legal Requirements and Recommendations

Date Accomplished:	LEGAL REQUIREMENTS
9/15/26	• Selection/Election of SSC Council <i>(At the beginning or end of school year, keep all election and ballot materials at school site)</i>
9/15/26	• Professional Development and Training for SSC-Roles and Responsibilities
9/15/26	• Develop Meeting Calendar for current school year <i>(Post calendar on school website and bulletin board visible to the public)</i>
Ongoing	• Review Student Achievement Data <i>(Data: CST, curriculum embedded data, attendance, and or behavior, etc.)</i>
Ongoing	• Monitor the Implementation of the Single Plan for Student Achievement (SPSA) <i>(Agendized at each SSC meeting)</i>
	• Annually review and revise the plan and proposed expenditure of funds
Ongoing	• Evaluate the effectiveness of the Single Plan for Student Achievement (SPSA) <i>(Agendized at least at mid-year and end of year meetings)</i>
Ongoing	• For Sites who have ELAC -Coordinate with ELAC to review programs for English learners
N/A	• For newly identified PI year 1 schools only: Revision of the Single Plan for Student Achievement (SPSA)
N/A	• For identified PI schools: Ensure that at least 10% of the Title I fund is set aside for Professional Development
Ongoing	• Obtain Recommendations from other school site advisory, standing and special committees regarding the focus of the Single Plan for Student Achievement (SPSA)
	• Develop the Single Plan for Student Achievement (SPSA)
	• Develop and annually review the school level Parent Involvement Plan and School Parent Compact <i>(Post Parent Involvement Plan/Policy on school website and bulletin board visible to public)</i>
Date Accomplished:	RECOMMENDATIONS
9/15/26	• Development of SSC Bylaws
	• Coordinate with the Safety Committee regarding the Safe School Plan-Recommended

