

College Park High School
School Site Council / ELAC Meeting Minutes
Date: Thursday, October 16, 2025
Time: 4:00 p.m.
Location: College & Career Center

1. Welcome and Introductions

- Meeting called to order by Dr. Richardson.
- Introduction of all members.

Agenda Approval:

- Motion to approve agenda: Dr. Richardson
- Second: Suzanne Hatch
- Vote: Unanimous approval

2. What is the School Site Council (SSC)?

Dr. Richardson reviewed the purpose of the SSC as a legally mandated decision-making body under California Education Code for schools receiving federal or state categorical funding. Key points reviewed:

- Focus on student achievement
- Oversight of school safety
- Representative governance

Discussion Items:

- School culture and climate
- Safety oversight
- Yondr pouch implementation
- Composition requirements for SSC membership
- Comprehensive Safety Plan (approved at the MDUSD Board meeting on 10/13/25)
- Instructional Continuity Plan requirements

Motions:

- Motion to discuss school culture: Dr. Richardson
- Second: Chris Ellenwood

3. Comprehensive Safety Plan & Instructional Continuity Plan Vote

- Motion to approve: Dr. Richardson
- Second: Amy Lyons
- Vote: All approved

4. SPSA Overview (School Plan for Student Achievement)

Dr. Richardson reviewed the SPSA Cycle of Inquiry, emphasizing:

- Data-driven goals
- Evidence-based strategies
- Focus on improving graduation rates

Bylaw Review:

- Member selection
- Meeting procedures
- Roles and responsibilities

5. ELAC Integration (English Learner Advisory Committee)

Discussion on integrating ELAC with SSC to strengthen collaboration.
Dr. Richardson led a discussion on the benefits of joint meetings and the advisory role of ELAC.

- There will be two agendas per meeting: one for ELAC and one for SSC.

Motion to approve SSC/ELAC integration:

- Motion: Suzanne Hatch
- Second: Amy Lyons
- Vote: All approved

Reviewed: Combined ELAC/SSC agreement details

6. Adjournment

- Motion to adjourn: Dr. Richardson
- Second: Suzanne Hatch
- Vote: All approved

Meeting adjourned at: 5:15 pm

Minutes prepared by: Julie Hood, Secretary