Steve Luther Elementary School

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Principal: Helen Chung

School Site Council (SSC)/ English Learner Advisory Committee (ELAC)

Minutes for SSC/ELAC Meeting of 03/10/2026
(date)

Legal Requirements (Check topics to be covered at ***this*** meeting):

	1. Other: By-Law
	2. Parent Involvement Policy
	3. Uniform Complaint Procedures
	4. Parent Education Opportunities
	5. Consolidated Programs Overview
	6. Home-School Compact
	7. Assessment/Curriculum/ Program Effectiveness

X	8. Safety Plan
	9. Attendance
	10A. SPSA Development
	10B. SPSA Budget
	10C. SPSA Review/Approval
	11. EL Program
	12. R30
	13. Needs Assessment

I. Welcome and Introductions

- Meeting was called at 2:45 pm. The pledge of allegiance was recited.
- Agenda was shown for today's meeting.
- Introductions (name, role, extra information):
    - Alicia Caley (parent)
    - Cori Shanahan (parent)
    - Jennifer Maroquin (parent)
    - Diana Cebreiro (School Admin Assistant)
    - Katie Knupfer (teacher)
    - Liz Irving (teacher)
    - Sarah Pyo (teacher)
    - Brittney Davidson (teacher)
    - Andrea Soto (teacher)
    - Michaela Rachunok (teacher)
    - Rachel England (teacher)
    - Nancy Herrera (SLP)
    - Helen Chung (principal)

II. Call to Order

(Open the meeting and state the time. Count the members present. Indicate if a quorum is met. A quorum is 51% of the total School Site Council membership. If a quorum is not met, the meeting can proceed as an informational meeting only; items may not be voted on.) Ms. Irving motioned, Mrs. England seconded.

III. Committee Reports

(This section includes correspondence and various committee or advisory committee reports. Each report could conclude with a motion that the Council must address.)

IV. Legal Requirements

Safety Plan

- ***Social Climate Goal 1****: Maintain a school environment that supports the social emotional needs of all students.*
    - Ms. Shanahan suggested sending out a survey to both students and parents to gather feedback on whether they felt safe in their school environment. She also stated that some families may not be aware of the resources that are available to them through the school.
    - Mrs. England explained that SABER is a series of questions related to students' social, academic, and emotional well-being. Student responses to these questions help determine whether students are considered to be at risk. If students are assessed as "at-risk", they are provided with resources through the school such as Hazel Health or intervention meetings.
    - Mrs. England shared that Bridges students push into their general education classrooms for thirty minutes for social-emotional learning. She suggested that pacing of these lessons be adjusted to better accommodate the students in the Bridges program during this time.
- ***Social Climate Goal 2:*** *Maintain a school environment where students, staff, and community partners work together to support a positive school climate.*
    - The team indicated that additional training on safety procedures (e.g. how to properly operate a fire extinguisher during an emergency).
    - Mrs. Herrera volunteered to host a monthly social-emotional learning club during student lunch periods. These activities would be focused on topics such as kindness, friendship, problem solving, and empathy.
    - The safety plan will be addressed in more detail at the next meeting. All members agreed with this plan.
    - Mrs. Chung discussed the procedural differences between lockdown, earthquake, and fire drills. Steve Luther Elementary School has a lockdown drill with the La Palma Police once a year.
    - Mrs. Chung shared that this is a working meeting. The team will work together to alter the safety plan as needed. The safety plan will not be formally approved until May.
- ***Physical Environment Goal 1****: Maintain a school environment that supports the physical safety of all students, staff, and visitors while on campus.*
    - Ms. Irving suggested that having an incentive for taking part in Voluntary Threat Assessment Drill training would likely increase staff participation in these important trainings. The rest of the group agreed with this point.
    - The team suggested that hosting a monthly meeting incorporating safety topics and scenarios would be helpful for ensuring classified staff have access to this important information.
- ***Physical Environment Goal 2:*** *Maintain a school environment that supports the health and safety of individual students.*
    - The team suggested that the school keep certificated and classified staff up-to-date on possible free training choices in several different areas (e.g. inside and outside of Cypress) to increase staff participation in CPR training. The team also mentioned offering a potential incentive to certificated staff members in order to increase their participation in these trainings.
    - The team mentioned that the Special Education team has received training on supporting students during behavioral emergencies. They also mentioned that it may be helpful for the general education team to receive training on de-escalation strategies for students who are

experiencing behavioral emergencies. Having emergency sensory or de-escalation boxes in high traffic areas (e.g. the MPR, the front office) would also be a benefit to these students.
    - Another possibility brought up by the team were changes that could be made to the school campus that may improve physical safety. Finding a cover for the front gate would be beneficial to the safety of the front-facing classrooms that are visible from the street.

V. Unfinished Business

The draft of the safety plan will be composed during the next meeting.

VI. New Business

- Draft of safety plan will be completed during the next meeting.

IX. Adjournment

- Meeting was adjourned at 3:28 PM. Mrs. England motioned to adjourn the meeting and Mrs. Shanahan seconded the motion.