

Lincoln Elementary School
School Site Council (SSC)
September 25, 2019 5:00 PM
Multi-purpose room

Meeting Minutes

Agenda Item	Facilitator	Notes
Welcome	Ms. Sambrani and Ms. Tina Lui	<ul style="list-style-type: none"> ● Parents arrived and made plates for themselves at 5:00 pm ● Meeting called to order at 5:05 pm ● Introductions- Ms. Mukta Sambrani- Principal, Ms. Sharon Travers- Assistant Principal, Ms. Shauangji (Ronnie) Huang- Parent, Ms. Judy Abe- Parent, Ms. Lily Chuong- EBAYC Director, Ms. Michelle Leonce Coker- Parent, Ms. Dharma Galang- Parent, Mr. Wesley Radez- Parent, Ms. Penpa Negi- Parent, Ms. Irene Hughes- Parent, Ms. Pikshan (Tina) Lui- Parent Center coordinator ● Ms. Sambrani introduced Mr. Josef Moreno- Teacher Representative, Ms. Betty Yee- Teacher Representative, Ms. Melissa Frost- Teacher Representative and Ms. Eugenie Nzodjou- Classified Representative all elected through peer election
Purpose of SSC Slides	Ms. Sambrani	<ul style="list-style-type: none"> ● Purpose of SSC ● Purpose of today's meeting was described by Ms. Sambrani- Parent election, SSC formation, appointment of officers and review of bylaws ● Ms. Sambrani led attendees in discussing SSC responsibilities and composition ● Attendees reviewed and read slides 3 and 4 ● Ms. Sambrani discussed the minimum composition of the SSC for elementary schools ● Attendees reviewed and read slide 5
Breakout room- Parent Election	Ms. Tina Lui	<ul style="list-style-type: none"> ● Ms. Sambrani described SSC commitment- monthly meetings, being knowledgeable about our school community and Title I status, representing parents, asking questions and taking information back to the larger parent body ● Ms. Tina Liu took parents to a break out room for parent election

		<ul style="list-style-type: none"> ● Election results were announced by Ms. Tina Lui: -Ms. Judy Abe - Ms. Shauangji (Ronnie) Huang - Ms. Michelle Leonce Coker -Ms. Irene Hughes
SSC formation - Officers appointed Slides	Ms. Sambrani and Ms. Tina Lui	<ul style="list-style-type: none"> ● Ms. Sambrani discussed roles and responsibilities of SSC officers ● Attendees reviewed and read slide 10 ● Ms. Sambrani invited a motions to appoint Chairperson, Vice Chairperson and Secretary ● Motion to appoint Ms. Irene Hughes as Chairperson by Ms. Michelle Leonce Coker ● Seconded by Ms. Judy Abe ● Motion approved unanimously ● Motion to appoint Ms. Michelle Leonce Coker as Vice Chairperson by Ms. Irene Hughes ● Seconded by Ms. Melissa Frost ● Motion approved unanimously ● Motion to appoint Mr. Moreno as Secretary ● Seconded by Ms. Betty Yee ● Motion approved unanimously
Review of Bylaws	Ms. Sambrani and Ms. Tina Lui	<ul style="list-style-type: none"> ● Bylaws handed to all attendees for review ● Ms. Sambrani introduced the amendment requested by parents and teachers to bylaws to bring SSC terms down to a year so parents and staff feel more excited to serve on the SSC ● Motion to amend SSC terms to a year instead of two years Mr. Josef Moreno ● Seconded by Ms. Betty Yee ● SSC terms to a year instead of two years
Public Comment	Ms. Eugenie Nzodjou and Ms. Sambrani	<p>What is the SELLS? When will it meet? Discussion led by Ms. Sambrani</p> <ul style="list-style-type: none"> ● SELLS is Site English Language Learner Subcommittee ● SELLS looks at how our English Language Learners are doing ● We have reclassified 50 English Language Learners ● We have 6 stip sub providing designated ELD support ● We have James Kindle leading integrated ELD professional development ● SELLS will monitor how our recently reclassified ELs are doing ● Ms. Sambrani invited parents and staff to

		<p>form the Site English Language Learner Sub-committee</p> <ul style="list-style-type: none"> ● Ms. Melissa Frost is our Gladiator. She will be attending District GLAD trainings along with Mr. Lee and leading professional development for our staff as well ● Ms. Judy Abe, Ms. Melissa Frost and Ms. Shuangji (Ronnie) Huang will serve on SELLS and Ms. Travers our ELL Ambassador will lead discussions about integrated and designated ELD and how our students are doing throughout the year
Agenda items for next meeting and date	Ms. Sambrani and Ms. Tina Lui	<ul style="list-style-type: none"> ● Safety plan – Ms. Sambrani will present site safety plan for the 2020- 2021 school year ● Old building heating and cooling issue and support in the form of fans and coolers from GDP and community members will be discussed ● There is a sub committee of teachers and parents looking at building improvements- Mr. Farrar, Ms. Frost, Ms. Young and GDP President Justine Nguyen ● Next meeting- 23rd of October ● Ms. Huges asked that all documents be sent out a week ahead of meetings
Adjournment	Ms. Sambrani and Ms. Tina Lui	Meeting Adjourned at 6:15 pm