



Maxwell Elementary

School Site Council (SSC) Agenda/Minutes September

Meeting Date: 9/18/23	Meeting Location: Maxwell Elementary Library (Plus Zoom)
Starting Time: 4:05 p.m.	Ending Time: 4:52 p.m.

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

Item/Time Limit	Actions Requested	Person Responsible	Comments/Parent Advice
1. Call to Order (1 minute)	None	Principal/Chair	
2. Roll Call (1 minute) Indicate those present	None	Secretary	Roll: Adam McLearan, Lesley Estrella, Estella Medina, Celena Rodriguez, David Zendejas, Melissa Gillett, Roxanna Martinez, Rene Mendetia, Matthew Smith Present: Matthew Smith, Estella Medina, Celena Rodriguez, Lesley Estrella David Zendejas Roxanna Martinez , Rene Mendetia Absent: Melissa Gillett
3. Additions/Changes to Agenda (1 min.)	Add: discussion of adding a budget line for funds Move: Review of 23-24 SPSA to November Meeting	Chair	Add : Discussion of adding a budget line for funds- -7 for, 0 against = approved Move: Review of 23-24 to November Meeting - 7 for, 0 against = approved
4. Reading and Approval of Minutes (5 min.)	N/A	Secretary	None
5. Reports of Officers/Committees (10 min.)	N/A	Chair	None
6. Public Comment (5 min.)	N/A	Chair	None

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

7. Unfinished Business (0 min.)	N/A	Principal	
8. New Business (45 min.) <ul style="list-style-type: none"> ● Review, modify, and approve the safety plan ● Review SSC expectations and roles (Video) ● Elect officers (chair, secretary, LCAP rep (non staff)) ● Review and approve bylaws (if applicable) ● Develop and approve calendar ● Review 23-24 SPSA 	Transfer of Funds (Lesley) Approve Safety Plan Elect officers Approve Bylaws Approve calendar: Nov 6, Jan 16, Feb 5, April 15, May 6 (tentative)	Chair/Principal	<p>Item 1 - Lesley- the district paid for Sly Park Science Camp + Transportation. Delete Science Camp Fee 2500- Sup/Com, 2500- Title create called Field Trips and Enrichment 7 for, 0 against = passes</p> <p>Item 2 - Reviewed 2023-'24 Safety Plan. Site Council Voted to Approve- 7 for, 0 against = approved</p> <p>Item 3 - Chair- Matthew Smith Nomination for Secretary- Lesley E Accepts- 7 for, 0 against = approved</p> <p>Vice Chair- Self Nomination- Rene Mendetia- 7 for, 0 against = approved</p> <p>Item 4 - Bylaws approved - 7 for, 0 against</p> <p>Item 5 Calendar- Nov 6, Jan 16, Feb 5, April 15, May 6 (tentative) Approved- 7 for, 0 against</p>
9. Adjournment (1 min.)	4:52 p.m.	Chair	

Prepared By: Lesley Estrella (type name) (signature) LE

Date: 9/18/20

*All meeting materials available after the meeting. Contact the school office at for materials.