



Lee Middle School

School Site Council (SSC) Agenda/Minutes September

Meeting Date: 9/28/23	Meeting Location: Zoom & Lee Conference Room
Starting Time: 4:00pm	Ending Time: 4:43pm

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

Item/Time Limit	Actions Requested	Person Responsible	Comments/SSC Member Advice
1. Call to Order (1 minute)	None	Chair	Shelley called the meeting to order at 4:05pm.
2. Roll Call (1 minute) Indicate those present	None	Secretary	Shelley Friery, Brooke Sheline, Elijah Golladay, Everett Brooks, and Genesis Guevara were in attendance.
3. Additions/Changes to Agenda (1 min.)		Chair	No additions/changes were made to the agenda.
4. Reading and Approval of Minutes (5 min.)		Secretary	No minutes were read/approved since this is the first meeting of the year.
5. Reports of Officers/Committees (10 min.) <ul style="list-style-type: none"> • ELAC • SAC 		Chair	Shelley provided the following updates from committees: <ul style="list-style-type: none"> • ELAC-first meeting held yesterday. Topics discussed were the School Safety plan and Attendance. • SAC-first meeting took place on Sept. 14th and the topic was School Safety. Brooke provided additional details on the meeting.

<ul style="list-style-type: none"> • Safety 			<ul style="list-style-type: none"> • Safety-the first Safety committee was held last Friday and they reviewed and discussed the School Safety Plan.
6. Public Comment (5 min.)	*Not Applicable	Chair	No members of the public were present for comment.

***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.)	NA	Principal	N/A
8. New Business (45 min.) <ul style="list-style-type: none"> • Review SSC expectations and roles (Video) • Elect officers (chair, secretary, LCAP rep (non staff)) <ul style="list-style-type: none"> • Review, modify, and approve the safety plan Complete Doc 	 Elect officers Approve Safety Plan	Chair/ Principal/ Vice Principal	Members present reviewed the SSC training video. Brooks moved and Genesis seconded to elect the following officers: <ul style="list-style-type: none"> • Chair: Everett Brooks • Vice Chair: Elijah Golladay • Secretary: Genesis Guevara • LCAP Rep: Brooke Sheline Unanimous approval Principal Friery provided an overview of the School Safety Plan. Brooks moved and Genesis seconded to approve the Safety Plan. Unanimous approval

<p><u>Staff/ Student Input</u></p> <ul style="list-style-type: none"> • Review and approve <u>bylaws</u> (if applicable) • Develop and approve <u>calendar</u> • Review <u>SPSA</u> 	<p>Approve bylaws</p> <p>Approve calendar</p>		<p>Genesis moved Brooke Seconded to approve bylaws as written. Unanimous approval.</p> <p>Members present indicated that Thursday at 3:45pm is a good time to meet- Shelley will send a doodle poll to the SSC members to determine exact dates.</p> <p>Principal Friery provided an overview of the SPSA and explained actions and metrics the SSC will use throughout the year.</p>
<p>9. Adjournment (1 min.)</p>		<p>Chair</p>	<p>Meeting was adjourned at 4:43pm.</p>

Prepared By: Shelley Friery (signature)
(type name)

Date: 9/24/23

***All meeting materials available after the meeting. Contact the school office at 530-662-0251 for materials.**