



## John L. Webster Elementary School

3602 Winter Canyon Road

Malibu, CA 90265

(310 456-6494 · [smmusd.org/webster](http://smmusd.org/webster))

# Webster Elementary School Site Council Minutes

**DATE:** Tuesday, October 29, 2024 at 3:00pm in person in the Webster Elementary Library

### Meeting Participants:

#### *Staff Representatives*

**Carina Diana**, Principal

**Dee Dee Cooper**, Certificated Representative

**Amy Stark**, Certificated Representative

**Vincent LoGreco**, Classified Representative

**Dayna Walley**, Classified Representative

#### *Community Representatives*

**Larisa Braun**, PTA Representative

**Vicky Farrell**, Parent

**Sara Jasper**, Parent (absent)

**Marni Kamins**, Parent

**Chad Peters**, Parent

#### *Alternates*

**Isaura Terry**, Classified Representative

### Meeting Notes:

|                                     |  |
|-------------------------------------|--|
| <b>Welcome &amp; Introductions</b>  | Call to Order<br>All members were introduced.  |
| <b>Approval of Minutes</b>          | Dee Dee moved to approve minutes. Vicky seconded. Motion carried.  |
| <b>School Site Council Overview</b> | <u>Bylaws</u><br>Review of Webster School Site Council Bylaws by all meeting participants.<br><br>It was suggested that we take a look at the bylaws and review them at the next meeting. Quorum is seven.<br><br><u>Officers</u><br>Election of Officers for the positions of Chairperson and Secretary were held per the rules established in the SMMUSD SSSC and Parent Advisory Committee Handbook.<br><br>Chairperson: Dayna motioned to nominate Chad to be the chairperson. Dee Dee seconded. Motion carried. All participants voted yes to elect Chad as chairperson.<br><br>Larissa nominated herself as secretary. Amy seconded the motion.. Motion carried. |



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### Robert's Rules of Order

Robert's Rules of Order were reviewed by all meeting participants.

### Upcoming Meetings

The committee discussed the details for upcoming meetings, including whether meetings should be held over Zoom or in person.

The committee then discussed dates and times for future school site council meetings. Amy moved to meet the third Thursday of the month except December or April at 3:00 p.m. Chad seconded the motion. The motion carried. Marni agreed to be an alternate if Chad can't make a meeting.

School safety plan and budget will be part of council's discussions.. School's mission and goals are a transparent process and need to get feedback.

Meeting dates: 11/21/24, 1/16/25, 2/20/25, 3/20/25, and 5/22/25. Meetings may only be five times a year. This is yet to be determined by the council.

Dayna moved to approve the meeting dates. Sara seconded the motion. All committee members voted yes in favor of holding future School Site Council meetings on the dates & times listed above.

### **School Site Council Training**

During the SSC meeting, we reviewed the critical role that School Site Councils (SSC) play in guiding school decisions, aligning resources, and supporting teaching and learning. The SSC provides a platform for collective input into the educational process and ensures that instructional resources and funds are used effectively to benefit all students.

The composition of the SSC was also discussed, emphasizing the importance of balanced representation. For elementary schools, the council must consist of at least 10 members, equally divided between staff (teachers, classified staff, and administration) and parents/community members. This balance ensures that both school staff and the community have a voice in decision-making.

We covered the legal compliance requirements for SSCs, which include maintaining accurate documentation such as agendas, minutes, and sign-in records. Adherence to the Greene Act was highlighted, requiring that meetings are public, agendas are posted in advance, and discussions are limited to agenda items. Members were also reminded of the importance of following the uniform



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|                                | <p>complaint procedure.</p> <p>The primary responsibilities of SSC members were outlined, including the development, annual review, and updates of the <b>School Plan for Student Achievement (SPSA)</b>. Members were reminded of their role in monitoring the implementation of strategies, evaluating their effectiveness, and ensuring alignment with district priorities and legal requirements. It was noted that while the SPSA is not submitted to the California Department of Education (CDE), it must consolidate all program-required elements and be approved by the governing board. The council will present the plan to the board in May.</p> <p>To guide our efforts, we discussed the key steps in developing and monitoring the SPSA. These include analyzing student achievement data, assessing the effectiveness of current strategies, setting measurable goals, and monitoring progress to ensure successful implementation.</p> |
| <b>Conclusion / Thank You!</b> | <p>Dee Dee made a motion to adjourn the meeting. Amy seconded the motion. The motion carried.</p> <p>Meeting adjourned at 4:15 p.m.</p>  |