



Jack G. Desmond Middle School
26490 Martin Street
Madera, CA 93638
(559) 664-1775



Matt Tobin, Vice Principal

Cary Gassett, Principal

Amanda Araim, Vice Principal

**School Site Council
Meeting Minutes
Meeting #1**

Tuesday, September 15, 2021

Time: 3:30pm

Location: Zoom Meeting (due to COVID-19)

Agenda

1. Welcome and Introductions

Carry Gassett - Principal
Julie Prandini - Teacher
Reina Carrera - Teacher
Joseph Tarkman - Teacher
Robert Burk - Teacher
Chamelle Lewis - School Safety Officer
Diana Arvizu - Parent
Martha Jauriqui - Parent
Dianna Santiago - Student
Melany Reyes Alenda - Student
Yamileth Hernandez-Lopez - Student

2. Call to Order

- a. Quorum must be established if items are to be voted upon.*
Meeting called to order at 3:44pm by Mrs. Gassett

3. Adoption of the Agenda

- a. First and second must be part of the minutes.*
Vote 1st: Mr. Tarkman made the 1st motion to adopt the agenda
Vote 2nd: Miss. Dianna Santiago - Placido made the second motion to adopt the agenda.

4. Public Input

No public input

5. Review and Approval of Minutes from May 21, 2021

- a. Reading and approval of minutes; first and second must be part of the minutes.*
i. [English Minutes](#)
ii. [Spanish Minutes](#)
SSC members were given time to read through the minutes. No members
b. Vote 1st: Diana Arviu made a motion to approve the minutes 2nd: Dianna Santiago made the second motion to adopt approve the meeting minutes from 5/21/21

6. New Business

- a. [SSC Power Point of responsibility and duties](#)*
The SSC team reviewed the duties and responsibilities
b. Call for Nominations

- i. Chair - Reina Carrera nominated Diana Arvizu as chair and Chamelle Lewis made a second to nominate Diana. The team approved the nomination.
 - ii. Co-Chair - Diana Arvizu nominated Martha Jauriqui as the Co-Chair and a second nomination was made by Reina Carrera. The team approved the nomination.
 - iii. Secretary - Dianna Santiago nominated Robert Burk as Secretary and Mr. Tarkman made a second nomination. The team approved the nomination.
 - iv. Based on the nominations the following will serve in the following roles"
 - 1. Chair - Diana Arvizu
 - 2. Co-Chair - Martha Jauriqui
 - 3. Secretary - Robert Burk
 - c. *SSC Elections*
 - i. Withdraw of Jason Hogue - 2020/21 Parent member of SSC
 - d. School Site Bylaws
 - i. Make any changes to the Bylaws during the next SSC meeting. Send home a notice to your school community regarding public input and also post on the school website.
 - 1. Time was given to the team to review the SSC Bylaws. No questions were asked.
 - ii. Adhere to the timeline with respect to the election or replacement of SSC members as determined by your Bylaws. Make changes if the timelines if needed.
 - iii. Roberts Rules
 - 1. English
 - 2. Spanish
 - a. Rules were reviewed and there were no questions.
 - e. Centralized Services for Madera Unified
 - i. Centralized Services are the costs associated with providing guidance, materials, and assistance to school sites.
 - 1. The team reviewed the Centralized Services document. No questions were asked.
 - f. Title I Parent Annual Meeting
 - i. Schedule a date and time to share results with all interested parents. Prior to September 30th.
 - ii. Provide materials to SSC that will be distributed during the Title I Annual Parent Meeting.
 - 1. Title 1 was reviewed - Parents recalled the presentation presented during Back to School night.
 - g. *Parent Involvement/Education*
 - i. Discuss ways to enhance parent involvement
 - 1. We discussed PIQE, BTS, Conferences, Field Trips
 - ii. Identify Topics
 - h. Review Uniform Complaint Procedures (UCP)
 - i. Reviewed with SSC team. No questions or concerns.
6. **Old Business**
- a. None to report
7. **Reports**
- a. NWEA (ELA & Math) Assessment of previous year.
 - i. Fall 2020 - Winter 2021
 - ii. Winter 2021 - Spring 2021

1. *The team reviewed the NWEA data and an explanation was given as to how to understand the information. The team will continue to review updated NWEA data to help guide our discussions.*

9. Announcements

Additional dates for our SSC was discussed.

10. Next Meeting: October 27, 2021

11. Adjournment

(time, by whom, and second must be part of the minutes)

- A. *Robert Burk made a motion to adjourn the meeting at 4:22pm*
- B. *Dianna Santiago made a second motion to adjourn the meeting.*