



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



*Matt Tobin, Vice Principal*

*Brad Holck, Principal*

*Amanda Araim, Vice Principal*

**School Site Council  
Agenda**

**Meeting #1**

Tuesday, September 13, 2023

Time: 3:30pm

Location: Zoom Meeting

**Agenda**

**1. [Welcome and Introductions](#)**

**2. Call to Order**

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

**3. Adoption of the Agenda**

- a. *First and second must be part of the minutes.  
Vote 1<sup>st</sup>: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_*

**4. Public Input**

**5. Review and Approval of Minutes from May 24, 2023**

- a. *Reading and approval of minutes; first and second must be part of the minutes.*  
i. [English Minutes](#)  
ii. [Spanish Minutes](#)  
b. *Vote 1<sup>st</sup>: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_*

**6. New Business**

- a. [SSC Power Point of responsibility and duties. \(Spanish\)](#)

b. *Call for Nominations*

- i. *Chair*  
ii. *Co-Chair*  
iii. *Secretary*

c. *SSC Elections*

i.

d. *PAC Election*

- i. *Nominations*  
1.

e. [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.*
- 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](#)
- f. [Centralized Services for Madera Unified](#)
  - i. [Centralized Services are the costs associated with providing guidance, materials, and assistance to school sites. \(Spanish\)](#)
- g. [Title I Parent Annual Meeting \(Spanish\)](#)
  - i. *Provide materials to SSC that will be distributed during the Title I Annual Parent Meeting.*
- h. *Parent Involvement/Education*
  - i. *Discuss ways to enhance parent involvement*
  - ii. *Identify Topics*
- i. [Review Uniform Complaint Procedures \(UCP\)](#)

**6. Old Business**

**7. Reports**

**9. Announcements**

**10. Next Meeting:**

- October 18, 2023
- January 24, 2024
- March 6, 2024
- April 10, 2024
- May 22, 2024

**11. Adjournment**

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