

**Springbrook School Site Council**  
**Meeting Minutes**  
November 16, 2018

1. Meeting Commenced at 7:30 am.
2. Attendees
  - a. Sunny Shen - Chair
  - b. Jenilee Dinkle – Vice Chair
  - c. Charles Clark –
  - d. Mike Panza
  - e. Valerie Sarigumba
  - f. Sandra Durand
  - g. Bronwyn Hewitt
  - h. Corina Rush
  - i. Julia Tam
  - j. Todd Cope
3. Welcome: Call to Order.
  - a. Introductions were made with each member introducing themselves.
4. Set school site council roles and responsibilities.
  - a. Chair position was voted on and Sunny Shen was elected SSC Chair. Jenilee Dinkle was elected and approved as the Vice Chair and the Secretary position was elected to be Charles Clark.
5. Overview of Safety Plan
  - a. Incident Command protocol created by FEMA is the protocol used.
  - b. Springbrook had major drill already in Oct. for Great Shake Out – focus and priority is student supervision and release.
  - c. People assigned to roles by background and interest.
  - d. Intruder training with IPD will happen – staff take drills seriously. Practices are up to date based on best practices.
  - e. Firefighter will also train our staff for Stop the Bleed, triage training.
  - f. Drills occur once per month.
  - g. Updated map, other updated docs are no longer public knowledge for privacy and security.
  - h. Student behavior expectations were revised and represented in safety plan.
  - i. Progressive discipline is a deliberate and mindful process that looks at individual circumstances, and what would best serve students for means of correction.
  - j. Safety plan was presented, motion to approve was made. Sunny Shen made the motion, Corina Rush seconded, and then we had a unanimous approval.

7. Conduct LCAP budget survey.
  - a. Explanation of the LCAP survey process offered.
  - b. Funding explained for items listed.
  - c. High priority actions explained as follows:
    - 1-5-H PE Paraprofessionals
    - 1-7-B Professional Learning Communities
    - 2-1-A Computer Match
    - 2-1-B Technology Maintenance Fund
    - 3-2-E ERC
    - 3-5-B Blended Learning
    - 3-5-F Secondary Sections
  - d. Priority Actions explained as follows:
    - 1-1-C Reduced Induction Fees
    - 1-3-B & C Summer School Programs
    - 1-5-A Curriculum TOSA
    - 1-5-I Grade 1-3 Art
    - 1-6-B Curriculum Development
    - 1-6-C Physical Education
    - 1-6-D Special Education Program Support
    - 2-2-B Education Technology TOSA
    - 2-2-C Site technology Mentors
    - 3-2-A Secondary Project Success and Elementary Guidance Assistants
    - 3-2-G Counseling TOSA
    - 3-5-E College and Career Support
  - e. Additional Priorities to Consider
    - #1 K-12 Innovative Furniture Project
    - #2 Site Based PLC Release Day
    - #3 Professional Learning Content Area Release Day
    - #4 Classroom Sounds Systems
    - #5 High School On-line Tutoring Program
    - #6 College and Career Readiness
  - f. Voting explained for highest priority and lowest priority. All members participated in voting by spending a dot on the highest and lowest priority.
8. Other Concerns
  - a. Sunny will send the SPSA to members prior to the next December meeting.
9. Adjourned meeting at 8:30