

**Lake Intermediate School**  
**School Site Council / English Learner Advisory Committee Meeting**  
**Q1 MINUTE**  
**September 26, 2024/2:30pm/Library**

- I. **Welcome and Introductions:** Denise Kirkman welcomed the SSC members. All members present were introduced.
- II. **Call to Order:** The meeting was called to order at 2:32pm (time).
- III. **Roll Call of Members:** The following members were present Celeste Paul, Jenny Mueller, Alma Gil, Michelle Vu, Krystl Miles, Terresita Barrera Miranda, Jay Shin, Nguyen Nguyen, Cao Nguyen, Lauren Boricean, Ethan Van, Berenice Nunez, Andrew Bermudez, Stephanie Bermudez, Duc Dang, Joan Hong, Timothy Sakoda
- IV. **Call for Additions/Deletions of Agenda Items:** Comments were welcomed. There were no additions. Agenda approved by 1) Alma Gil and 2) Michelle Vu.
- V. **Public Comments:** Public comments were invited. There were no public comments.
- VI. **Legal Requirements**
- A. **Results of elections for SSC/ELAC Members and Election of Officers:** Results of the elections for SSC and ELAC membership was shared. Principal Kirkman discussed the process by which nominations and voting took place. Members nominated and voted for officer positions.  
**Vote:** The president called for a vote. Alma Gil motioned to approve the list of SSC/ELAC members and officers. Lauren Boricean seconded the motion. The SSC voted. The motion was approved.
- B. **Orientation for Members: Training and Duties:** The duties for the members and officers of SSC/ELAC were shared and discussed. Meeting norms and meeting schedule were discussed/shared. Required topics to be discussed for the year were shared. The SSC also received an overview of the school budgets, the district's Strategic Plan goals, and an explanation of how the SSC is involved in school planning.
- C. **ELAC delegating responsibilities to SCC:** The ELAC was fully constituted, trained, and informed of their legal responsibilities. Then the ELAC voted to delegate duties to the SSC. This agreement is reflected in both ELAC and SSC minutes.  
**VOTE:** The president called for a vote. Jenny Mueller motioned for the SSC to accept the responsibilities of the ELAC. Michelle Vu seconded the motion. The SSC voted. The motion was approved.
- D. **SPSA Development Process – Overview and Timeline for the Year:** Denise Kirkman (principal) shared the timeline for the school year. Principal Kirkman discussed planned programs and asked SSC/ELAC for input. The SSC discussed and provided input for the action steps and proposed budget and expenditures.  
**Vote:** Michelle Vu (president) called for a vote. Alma Gil motioned to approve the list of SSC/ELAC members and officers. Jenny Mueller seconded the motion. The SSC voted. The motion was approved.

**School Accountability Report Card (SARC) – What this is and where it can be found:** The SARC was shared, including key highlights of the information contained within the SARC. Denise Kirkman (principal) shared that the school's SARC is available on the district website or a copy can be provided by request. The president invited a discussion and answered questions from the committee. No comments were received.

**Uniform Complaint Procedures: Annual Notice:** *The district's UCP were shared. The policy and forms are available on the district website or in the school office by request. The UCP notification is also contained within the Parent-Student Handbook and posted in the school office and other key meeting areas. The president invited a discussion and answered questions from the committee. There were no parent comments.*

**E. Review of Comprehensive School Safety Plan:** *Denise Kirkman (Principal) presented the "School Safety Plan" to the SSC for the 2024-2025 school year. Members of the SSC discussed the elements related to safety embedded within the plan and action steps of SPSA.*

**Vote:** *Denise Kirkman (president) called for a vote. Michelle Vu motioned to approve the list of SSC/ELAC members and officers. Celeste Paul seconded the motion. The SSC voted. The motion was approved.*

**F. Review of Parent Education Opportunities, School Parent and Family Engagement Policy, and Parent-School Compact (if haven't done so in Q4 previous year):** *A calendar of parent education opportunities, parent programs, parent/family events, school events, district events, community resources, etc. was shared with the SSC.*

*The Principal Kirkman (principal) invited SSC/ELAC members to review the School Parent and Family Engagement Policy and the Parent School Compact. The team discussed and provided input. president invited a discussion and answered questions from the committee. No comments were received.*

**G. Capital Outlay and Other Budget Related Approvals:** *The president explained the need and asked for approval for the following: (list items/dollar amounts/funding source)*

*(5) Latitude Laptops - \$6500.00 – LCFF Funding*

*(10) Radios - \$3100.00 – LCFF Funding*

**VOTE:** *The president called for a vote. Alma Gil motioned to approve the items discussed. Berenice Nunez seconded the motion. The SSC voted. The motion was approved.*

**VII. Adjournment:** *The meeting was adjourned at 3:33pm (time)*

*\*All documents relating to this meeting including the agenda, minutes, sign in sheet, announcement flyer, meeting 72-hour notice etc. just be kept for record. Please upload minutes and voting nominations/ballots (if applicable) to DTS.*