

Hughes-Elizabeth Lakes Union Elementary School District
16633 Elizabeth Lake Rd.
Lake Hughes, CA 93532
661-724-1231

School Site Council - Parent Advisory Committee

I. Call to Order

Meeting is called to order at: (time)

II. Roll Call

Roll Call -(Quorum met with 5 in attendance)

- Terra LaFayette, Teacher
- Kim O'Hara, Teacher
- Nicole Sinclair, Teacher
- Lisa Chavez, Classified
- Susan Denton, Superintendent-Principal
- Danielle Babcock, Parent (1-year term)
- Sarah Knutson, Parent (1-year term)
- Tarah Mac, Parent (1-year term)
- Natalie Miller, Parent (2-year term)
- Tina Ruano, Parent (2-year term)

III. Approval of Agenda

Approval of the agenda with additions or deletions

IV. Public Comment

V. New Business

i. School Site Council Training

The 2024-2025 Council will train on the roles and expectations of serving on the School Site Council Committee-Parent Advisory Council.

ii. By-Laws Approval

Each year, the School Site Council reviews and approves the council by-laws.

The by-laws delineate rules and responsibilities of the council.

It is recommended that the Council approve the by-laws for the 2024-2025 school year.

iii. Election of Officers

a. Chairperson

The chairperson shall:

- Preside at all meetings of the SSC
- Sign all letters, reports, and other communications of the SSC

- Perform all duties incident to the office of the chairperson
- Have other such duties as are prescribed by the SSC

b. Vice-Chairperson

The vice-chairperson shall:

- Represent the chairperson in assigned duties
- Substitute for the chairperson in his or her absence

c. Secretary

The secretary shall:

- Keep minutes of all regular and special meetings of the SSC
- Transmit true and correct copies of the minutes of such meetings to members of the SSC and to the following other persons:
- Provide all notices in accordance with these bylaws
- Be custodian of the records of the SSC
- Keep a register of the names, addresses and telephone numbers of each member of the SSC, the chairpersons of school advisory committees, and others with whom the SSC has regular dealings, as furnished by those persons
- Perform other such duties as are assigned by the chairperson or the SSC

iv. Safety Plan

California *Education Code (EC)* Section 32281(a) requires every kindergarten through grade twelve school, public and public charter, including community and court schools, to develop and maintain a Comprehensive Safe School Plan (CSSP) designed to address campus risks, prepare for emergencies, and create a safe, secure learning environment for students and school personnel. In a school district with fewer than 2,501 units of average daily attendance, there may be one CSSP for all schools within the district.

The law requires designated stakeholders to annually engage in a systematic planning process to develop strategies and policies to prevent and respond to potential incidents involving emergencies, natural and other disasters, hate crimes, violence, active assailants/intruders, bullying and cyberbullying, discrimination and harassment, child abuse and neglect, discipline, suspension and expulsion, and other safety aspects.

Schools, districts, and COEs all play a role in effective school safety planning and are responsible for familiarity with, and fulfillment of, applicable requirements of [EC sections 32280–32289.5](#)

The law requires that each school update and adopt its CSSP by **March 1** annually. It requires that the school district or COE approve CSSPs. *EC* does not specify a date by which the safety plan must be approved by the district; however, the school district or COE must annually notify the CDE by **October 15** of any school(s) that have not complied with requirements.

Effective school safety planning must be a dynamic, ongoing process with plans being reviewed and evaluated regularly, and after critical incidents.

Current 2024-2025 subcommittee members:

Kari Christensen, Teacher

Huberth Morales, Teacher

Amy White, Classified

VI. Future Meetings

- **Dates for future meetings:**
 - October 29, 3:00

- January 28, 3:00
- February 24, 3:00
- April 7, 3:00
- *Others as needed*
- **Future plan reviews:**
 - School Accountability Report Card (October meeting)
 - Handbook Review/Input (October meeting)
 - LCAP/SPSA input (January meeting)
- Other areas of interest / future topics

VII. Adjournment

Motion to adjourn