

Los Angeles Unified School District  
West Hollywood Elementary School  
**School Site Council**  
**Meeting Minutes**

**I. Call to order**

Miss Emily Vuoso called the meeting to order at 3:05 p.m. on October 27, 2011 in Room 9 at West Hollywood Elementary School.

**II. Roll call**

The following members were present at the meeting: Anthony Abney, Joel Mejia, Deborah B. Craig, Alla Doner, Marvin Acosta, Jennifer Davy, Selene Ting, Julia Charles, Jennifer Tamez, Claudia Katz, Stacy Kilines, and Emily Vuoso.

**III. Approval of minutes from last meeting**

Miss Emily Vuoso read aloud the Meeting notes from our October 6<sup>th</sup> meeting and Joel Mejia motioned to approve. Anthony Abney seconded the motion. The meeting notes were approved as read.

The minutes were approved as read.

**IV. Open issues**

There were no open issues to report of at this time.

**V. New business**

- a. SSC Election of Officers
- b. Single School Plan
- c. School Budget - Factoring in Attendance
- d. School Safety
- e. SSC Future Meeting Dates Calendered.

a. SSC Election of Officers ( Summary of Discussion) - Miss Emily Vuoso presented a brief Power Point presentation highlighting the elements of SSC, necessary meeting guidelines, and an overview of each office in preparation for elections. Mrs. Charles then opened the floor for elections and the following occurred:

Joel Mejia – 2011-2012 SSC Chairperson ( Selene moved to nominate, Marvin second)

Jennifer Davy – 2011 –2012 SSC Vice-Chairperson (Joel nominated, Selene second)

Emily Vuoso – 2011-2012 SSC Secretary ( Joel nominated, unanimously second)

Claudia Katz – 2011-2012 SSC Parliamentarian ( Joel nominated, Selene second)

b. Single School Plan – Mrs. Charles elaborated on our Single School Plan and informed the committee members that this document will be rewritten this year to incorporate and add components to our sections of safety, data from Response to Intervention, and input from SSC as to how to support all of our children.

c. School Budget – School budget was discussed as it relates to student’s average daily attendance. Mrs. Charles reported that last year our school lost \$85, 194 due to attendance. Mrs. Charles continued to explain that our school gets a percentage of this amount funneled back to us as part of our general fund. Stacy Klines reported that in

September of this year we have lost \$7425.00 . Mrs. Charles reviewed the attendance policy as it relates to students being on time and accounted for. Mrs. Charles announced that our PSA Attendance Council will attend one of our meetings this year to develop some policies in order to ensure that we can do all that we can to keep our children coming to school. Ms. Katz reported about her concern for students arriving late daily, including those often on permit. Mrs. Charles also discuss the issue of families taking vacation during school time rather than non-school time, with hope that in some circumstances we have the option to report under Independent Study. Ms. Katz and Mrs. Klines also inquired about our projected school budget as far as next school year, and Mrs. Charles anticipates the same budget based on enrollment and other factors that contribute to that amount.

d. School Safety – Mrs. Klines ( our FOWHE representative) touched upon the issue of school safety with the inability to get ahold of many of our school families via telephone and even address as a result of incomplete or inaccurate emergency card information, especially valuable after families move or change cell phone numbers/providers. Mrs. Klines felt that this was an important responsibility of parents to keep track of the information and provide updates to the main office as necessary.

e. SSC Future Meetings Calendered –

The following outline included meeting dates established for the remainder of the 2011-2012 school year.

Each meeting will take place on the third Thursday of every month.

November 17, 2011

January 19, 2011

February 16, 2011

March 8, 2011

April 19, 2011

May 24, 2011

## **VI. Recommendations to School Site Council from Advisory Committee**

[No recommendations were made at this time.

Miss Emily Vuoso adjourned the meeting at 4:07 p.m.

Minutes submitted by: Emily Vuoso