



SUNSET LANE ELEMENTARY SCHOOL

2030 Sunset Lane
Fullerton, CA 92833

Office: (714) 447-7750
Fax: (714) 447-7768

Principal: Dr. Tracy Gyurina
Assistant Principal: Ms. Carolyn Kim

School Site Council Meeting Notes September 17, 2024 3:15 p.m. in the Media Center

Purpose: Orient members to the rights and responsibilities of the School Site Council.

- I. Welcome [Meeting was called to order at 3:19 p.m.](#)
 - A. Roll-call (sign-in sheet) [The following School Site Council members were present: Dr. Gyurina, Ms. Boyle, Mrs. Schaller, Mrs. Kaufman, Mrs. Cardenas, Mrs. Facchinato, Mrs. Kim, Mr. Victorino, and Mr. Yee. The following additional participants were present: Mrs. Agrawal.](#)
 1. Establish a quorum [A quorum was established](#)
 - B. Election results [Dr. Gyurina shared a screenshot of the parent election Google form results. With five parent openings, the five parents with the most votes were elected to the School Site Council to serve their two-year term.](#)
 - C. Introductions [All members of School Site Council introduced themselves](#)
- II. Approval of minutes from previous SSC meeting [Minutes from the previous SSC meeting were reviewed. Dr. Gyurina made a motion to approve the minutes. Mrs. Kaufman seconded the motion. All SSC members were in favor. There was no discussion. The motion passed.](#)
- III. School Site Council [Training](#) [Dr. Gyurina reviewed the primary purpose of the School Site Council, the role of SSC in developing the Single Plan for Student Achievement, the required member composition and the selection requirements of the SSC, and the requirements and recommendations for meeting procedures, bylaws, and maintaining documentation. Refer to the linked presentation for further details.](#)
 - A. [Robert's Rules of Order](#) [Dr. Gyurina reviewed the modified procedures that many School Site Councils use to conduct business. Refer to the linked document for further details.](#)
 - B. [Uniform Complaint Procedures](#) [Dr. Gyurina reviewed the uniform complaint procedures. Refer to the linked website for further details.](#)



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IV. **Sunset Lane SSC bylaws** Dr. Gyurina reviewed the Sunset Lane School Site Council bylaws, highlighting the main points. The main purpose of SSC is to oversee the implementation of the Single Plan for Student Achievement (SPSA) and annually review and revise it as needed. Monitoring and approving the school budget is another function of SSC along with reviewing and approving the Comprehensive School Safety Plan. Members of SSC are elected for a two-year term, although sometimes circumstances don't always allow members to serve their full term, and officers are elected annually at the first meeting of the school year. As a SSC member, it is your duty to attend all meetings and SSC meets at least four times per school year. Lastly, the SSC cannot act on an item not described on the posted agenda. However, questions and brief statements of no impact on students or staff can be resolved by providing information that is not posted on the agenda. The SSC members also discussed how the parents in the English Language Advisory Committee (ELAC) inform and provide input to the SSC on the SPSA and Safety Plan. The need to have membership of English language learners (ELLs) parents be the same percentage as there are ELLs in the school is no longer necessary. Dr. Gyurina made a motion to eliminate this stipulation from the bylaws. Mrs. Kim seconded the motion. All were in favor and the motion passed.

V. **Election of officers**

- A. **Chairperson** Robert Yee nominated himself for chairperson. Dr. Gyurina made a motion to nominate Robert as chairperson. Ms. Boyle seconded the motion. All SSC members were in favor. There was no discussion. The motion passed.
- B. **Vice-Chairperson** No election required. Sunset Lane's School Site Council Bylaws state that the school principal will serve as vice-chairperson.
- C. **Secretary** Briana Boyle nominated herself for secretary. Dr. Gyurina made a motion to nominate Briana as secretary. Mrs. Schaller seconded the motion. All SSC members were in favor. There was no discussion. The motion passed.



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- VI. Review Single Plan for Student Achievement Dr. Gyurina explained that the Single Plan for Student Achievement is a comprehensive document required by California law for schools receiving federal and state funding. The plan outlines a school's goals and strategies for improving student outcomes, particularly for underserved populations, and ensures alignment with broader district and state priorities.
- A. Updated timeline Dr. Gyurina shared that the timeline for completing, revising, reviewing, and approving the SPSA has been changed and pushed further back into the school year. The 2023-2024 SPSA would be followed until the new plan is written and approved.
- VII. Additional items
- A. Hispanic Heritage Month Dr. Gyurina shared that Sunset Lane is currently celebrating Hispanic Heritage Month. Students are learning about Hispanic culture and prominent figures that have made a positive impact on our community, which is an enriching and inclusive experience for students and staff.
- VIII. Public input/Public comments None at this time
- IX. Future SSC meetings
- November 12, 2024
 - February 25, 2025
 - April 29, 2025
- X. Adjournment Meeting was adjourned at 3:59 p.m.