



**Jack G. Desmond Middle School**  
**26490 Martin Street**  
**Madera, CA 93638**  
**(559) 664-1775**



*Matt Tobin, Vice Principal*

*Brad Holck, Principal*

*Amanda Araim, Vice Principal*

**School Site Council**

**Minutes**

**Meeting #1**

Tuesday, September 20, 2023

Time: 3:30pm

Location: Zoom Meeting

**Agenda**

1. [Welcome and Introductions](#)
2. **Call to Order**
  - a. *Quorum must be established if items are to be voted upon.*  
*Meeting called to order at 3:44pm*
3. **Adoption of the Agenda**
  - a. *First and second must be part of the minutes.*  
*Vote 1<sup>st</sup>: [Reina Carrera](#) 2<sup>nd</sup>: [Michelle Villacis](#)*
4. **Public Input**
5. **Review and Approval of Minutes from May 24, 2023**
  - a. *Reading and approval of minutes; first and second must be part of the minutes.*
    - i. [English Minutes](#)
    - ii. [Spanish Minutes](#)
  - b. *Vote 1<sup>st</sup>: [Tonya Lozano](#) 2<sup>nd</sup>: [Reina Carrera](#)*
6. **New Business**
  - a. [SSC Power Point of responsibility and duties \(Spanish\)](#)
  - b. *Call for Nominations*
    - i. *Chair*
    - ii. *Co-Chair*
    - iii. *Secretary*
  - c. *SSC Elections*
    - i. *chair- Reina Carrera*
    - ii. *co-chair: jaelynn Venegas*
    - iii. *secretary: Paola Joaquin Frias**Vote 1<sup>st</sup>: [Irving Martinez](#) 2<sup>nd</sup>: [Tanya Lozano](#)*
  - d. *PAC Election*
    - i. *Nominations*
      1. *Mayra Ramos Barajas and Maria Rubio*
  - e. [School Site Bylaws](#)

- i. *Make any changes to the Bylaws during the next SSC meeting. Send home a notice to your school community regarding public input and also post on the school website.*
  - ii. *Adhere to the timeline with respect to the election or replacement of SSC members as determined by your Bylaws. Make changes if the timelines if needed.*
  - iii. *Roberts Rules*
    - 1. [English](#)
    - 2. [Spanish](#)
- f. [Centralized Services for Madera Unified](#)
  - i. [Centralized Services are the costs associated with providing guidance, materials, and assistance to school sites. \(Spanish\)](#)
- g. [Title I Parent Annual Meeting \(Spanish\)](#)
  - i. *Provide materials to SSC that will be distributed during the Title I Annual Parent Meeting.*
- h. *Parent Involvement/Education*
  - i. *Discuss ways to enhance parent involvement*
    - 1. *Club food fair evening*
    - 2. *Desmond eats*
  - ii. *Identify Topics*
- i. [Review Uniform Complaint Procedures \(UCP\)](#)

**6. Old Business**

**7. Reports**

**9. Announcements**

**10. Next Meeting:**

- October 18, 2023
- January 24, 2024
- March 6, 2024
- April 10, 2024
- May 22, 2024

**11. Adjournment**

*(time, by whom, and second must be part of the minutes)*

Vote 1<sup>st</sup>: Tonya Lozano 2<sup>nd</sup>: Jennifer Toschi at 4:15pm