



Sunset Hills Elementary School
School Site Council Minutes
August 30, 2023 at 3:20 p.m.

Vision Statement:

Empowering learners and leaders to benefit our world.

Mission Statement:

Sunset Hills community shows respect, ownership, achievement, and responsibility in the pursuit of excellence in academics, athletics and the arts.

- 1) Call to Order
 - a) Joey Tokhi called to order at 3:28 pm
 - b) Present Members: Joey Tokhi - Principal, Shelly Paxman - Admin. Sec iii, Darlene Ames-Austin - Community Member, Angelica Encarnacion - Teacher
 - c) Absent Members: Ashley Barry - Parent
- 2) Welcome and Introductions
- 3) Site Council Training Video
 - a) Video was down, will find it for next meeting
- 4) Setting Norms for Site Council
 - a) Reviewed norms
 - i) Joey Tokhi suggested that we start on time and contribute to the group
 - ii) Darlene Ames-Austin suggested that we listen when people are talking, and listen with an open mind
 - iii) Angelica Encarnacion suggested that we use time wisely
 - iv) Shelly Paxman suggested that we assume positive intentions
 - b) All members voted yes and agreed on setting the above norms
- 5) Review/Edit/Modify SHES Site Council Bylaws
 - a) Joey Tokhi proposes an amendment to change to a minimum of 1 parent, minimum of 1 community member, minimum of 1 teacher, minimum of 1 admin and 1 support staff
 - b) All members agreed to the above amendment
 - c) Reviewed remaining bylaws with no changes
- 6) Review Existing Budget

- a) Shelly reviewed existing budget as well as plans for the year with Clubs and Activity ePARs that fund from Tax Credit
- b) Garden Club ePAR - Vote
 - i) Joey Tokhi brought a motion to vote to approve payment for Ms. Moberg's Garden Club to be sourced from the School May Designate Fund (Acct 5500)
 - ii) Shelly Paxman 2nd this motion
 - iii) All vote yes - Motion Approved to fund Garden Club from Fund 5500
- 7) Continuous Improvement Plan Goals
 - a) Joey Tokhi reviewed EOY Data, Test Scores, etc
 - b) Joey Tokhi reviewed Attendance Campaign, district wide and site specific
 - c) Joey Tokhi reviewed CIP goals
- 8) Call to the Public for Questions or Comments
 - a) None at this time
- 9) Future Agenda Items
 - a) Shelly Paxman will prepare and bring a Calendar of Events to the next meeting
- 10) Future Meeting Dates:
 - a) September 27, 2023
 - b) October 25, 2023
 - c) November 29, 2023
 - d) December 20, 2023
 - e) January 31, 2024
 - f) February 28, 2024
 - g) March 27, 2024
 - h) April 24, 2024
 - i) May 15, 2024
- 11) Meeting adjourned at 4:09