

**San Diego Unified School District**  
**Alcott Elementary School**  
**SSC Meeting Minutes - March 16, 2021**

Staff Members Present:		Parents/Community Members Present:		Guests:
x	Steve Lewis, Principal	x	Tod Chee, Parent	Cheryl Kerns, Alcott Elementary School Assistant
x	Heather Bennett, Teacher	x	Jason Milosh, Parent	Officer Fernando Meza, School Police Services
x	Sonya Haugen, Teacher	x	Roger Otterson, Community Member	
x	Maru Pulido, School Clerk I	x	Emma Flores, Parent	Quorum Met
	Raul Neri, Teacher	x	Heather Stojiljkovic, Parent	

Item	Description/Actions	Meeting Summary
1. Call to Order	Roger Otterson, Chairperson	Meeting was called to order at 4:33 pm.
2. Public Comment	Open	There was no public comment.

<p>3.     SSC Business</p> <p>      A.  Comprehensive School Safety Plan (CSSP)</p>	<p>Information and Discussion: Steve Lewis, Principal and Officer Fernando Meza, School Police Services</p> <p>Action Item: Roger Otterson, Chairperson</p>	<p>Principal, Steve Lewis and Officer Fernando Meza informed the members that the goal of the CSSP and its contents are to ensure that the students, staff and community are in a safe school environment by informing the community that Alcott has a CSSP that is compliant with state and federal guidelines. Principal, Steve Lewis showed the CSSP Binder to the members.</p> <p>One of the components of the CSSP is the criterions that outline policies and procedures in the event of a fire, earthquake, active shooter situation and other events that affect the safety of Alcott’s community.</p> <p>Staff are assigned to the Incident Command Team (ICT). They are site responders who help ensure the safety of Alcott’s students, staff and community. Training for staff who are assigned to the ICT is necessary so they will be informed about their specific roles and responsibilities. Primary and secondary members of the ICT should be assigned in case one member isn’t available.</p> <p>Officer Fernando Meza recommended forming a School Safety Committee to help inform and engage the students, staff and community about safety procedures and trainings.</p> <p>The CSSP will need to be readily available to the community in the main office to view or photocopy its contents.</p> <p>Approval to adopt the CSSP was called for a vote by Sonya Haugen and seconded by Tod Chee. All members voted unanimously to approve the CSSP and its contents. Motion passed.</p> <p>Meeting adjourned at 5:25 pm. Minutes recorded by Cheryl Kerns, Alcott ESA.</p>
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**Next Scheduled SSC Meeting: April 5, 2021 at 5:00 p.m. via ZOOM**