

Willard Middle School
School Site Council
Meeting Minutes

Day & Date: Tuesday, January 20, 2026

Time: 5:30pm

Location: Google Meet

5:36PM – Call to Order and Roll Call completed by Laurie Clark, Principal and Temporary Chair of the SSC

Present: Laurie Clark, Joemi Byrd, Bob Chamberlin, Denise Milner, Joel Turner, Scott Hoffmeister, Alison Krasnow, Jolene Robinson.

Absent: Smara Jones, Allison Clay, Reyna Villanueva

1. Public Comment

Scott Hoffmeister remarked that there was a big carry over for BSEP funds for the budget this school year. He asked that in the next meeting Principal Clark share how much of the full amount has been spent so far. Also, Hoffmeister noted that last year the process was kind of crammed through at the last minute and that the council didn't have much input into the funding options. He proposed that the school consider the process used by BHS and gather proposals from staff so that the council can look at these and decide how to allocate funds.

Principal Clark stated she has reached out to Principal Zaragoza to learn more and they are scheduled to meet next week to review the process. It was noted that Vice Principal Keldon Clegg facilitates the process at BHS and with their Site Council.

Principal Clark also noted that we need to add approval of the minutes for November to the agenda.

2. Reports and Updates: Approval of minutes from November 2025 meeting. Denise Milner motions to approve these minutes and Scott Hofmeister seconded. No discussion. Unanimously approved.
3. Business (Presentations, Discussions, Votes): Joemi
4. Joemi presented the Willard Middle School Safety Plan 2025- 2026.

Question: Hear from the teachers - Are there things that need to be worked on from the classroom perspective? Milner - We need to practice this at lunch or during passing to really emphasize how the procedures work. We need a review. Joemi said they need to add in the unexpected and

Scott- Cameras - do they run 24/7? How long is the footage stored for? Laurie will put this out to the team in the minutes. From Joemi's research we learned; The camera

stores the data for 2 months guaranteed but can get up to about 4 months if there is not a lot of motion in an area.

Suggestions: Separate the intruder from the community event so teachers know how we will signal them so they can remain calm.

Joel - We need to practice the intruder drill more often.

5. Election of our positions; Chair, Vice Chair, Secretary

The Site Council unanimously elected Allison Krasnow - Chair, Scott Hoffmeister - Vice Chair, Joel Turner - Secretary. This was moved first by Denise and seconded by Bob Chamberlin. Laurie and Allison will meet soon to set the agenda for the next meeting.

6. Election of P&O representatives:

The SSC needs to approve the nominees; ideally we would have 2 voting members from Willard and up to 2 more alternates. The P&O reps do NOT need to be members of the SSC.

For the Good of the Order:

Adjournment: 6:08pm

Next SSC meeting date: February 17, 2026, 5:30pm via [Google Meets](#)