



SAMPLE Meeting Minutes
San Diego Unified School District

Attachment 3b – *Sample*
SSC Meeting Minutes

Future Middle School
SSC Meeting
September 6, 2019

MEMBERS PRESENT:

- | | | | |
|--|------------------------------------|---|------------------------------|
| <input checked="" type="checkbox"/> Jane Doe ____ (signature)_ | Principal (ex officio) | <input checked="" type="checkbox"/> Sally Chen ____ (signature)_ | Parent/DAC Rep (2017-19) |
| <input checked="" type="checkbox"/> John Alford ____ (signature)_ | Classroom Teacher (2017-2019) | <input checked="" type="checkbox"/> Sally Dearest ____ (signature)_ | Parent (2018-2020) |
| <input checked="" type="checkbox"/> John Deer ____ (signature)_ | Classroom Teacher (2018-19) | <input checked="" type="checkbox"/> Patricia District __ (signature)_ | Parent (2018-2020) |
| <input checked="" type="checkbox"/> Harriet Nguyen __ (signature)_ | Classroom Teacher (2017-2019) | <input type="checkbox"/> Cynthia Smith ____ (signature)_ | Parent (2018-2020) |
| <input checked="" type="checkbox"/> Sam Potter ____ (signature)_ | Other – school personnel (2018-20) | <input checked="" type="checkbox"/> John Ortega ____ (signature)_ | Community Member (2017-2019) |

Quorum was met

Guest Name: Richard Stone, Leticia Williams, Melinda Deer, Jane Dawes, and Scooby Doo

Item	Description/Actions	Meeting Summary
1. Call to Order	Sally Chen: SSC Chair	Meeting was called to order at 3:35
2. Public Comment	Open	There was no public comment
3. SSC Business		
a. Election Results and Introduction of New SSC members	Informational: Jane Doe, Principal	SSC elections were held in September. The one classroom Teacher opening was held at the first staff meeting by the teachers. John Deer was elected unanimously by his peers to fulfill a second-year vacancy. Welcome John. At the same staff meeting non classroom staff also voted for the “other” position. Sam Potter was elected unanimously by his peers. Welcome Sam. The nominations for parents were held the first two weeks in September with the ballots distributed and collected by September 4, for the three SSC parent openings. Three hundred and twenty three ballots were returned to elect our newest parent members. Welcome Sally Dearest, Patricia District and Cynthia Smith to our committee
b. Distribute and review the Uniform Complaint Procedures (UCP)	Informational: Jane Doe, Principal	Principal shared the Uniform Complaint Procedures handout and distributed copies for all SSC members
c. Review and make changes (as needed) to SSC bylaws	Informational: Jane Doe, Principal	Principal and SSC reviewed the SSC bylaws. The reasons for termination were reviewed and the SSC agreed to add a bullet point;

<p>d. Establish SSC chair, secretary, and DAC representatives.</p> <p>e. Approval of Minutes</p> <p>f. Parent and Family Engagement Policy and School Parent Compact</p>	<p>Action: Jane Doe, Principal</p> <p>Action Item: Approval of minutes for May 12, 2019; Sally Chen, SSC Chairperson.</p> <p>Action: Jane Doe, Principal</p>	<ul style="list-style-type: none"> The (community) member no longer resides in the schools attendance boundaries <p>There were no other changes proposed. SSC bylaws with the change were called for a vote by Sam Potter and second by John Deer. The SSC voted unanimously to pass the new SSC bylaws for the 2019-2020 school year.</p> <p>Principal asked volunteers to hold the office of SSC chair, secretary, and DAC representatives. Sally Chen volunteered for the chair, Sam Potter volunteered for the role of secretary. The SSC unanimously voted to approve the chair and secretary positions. Patricia District (DAC Rep), Cynthia Smith (DAC Alt), and John Ortega (DAC Alt) volunteer to attend DAC meetings.</p> <p>Minutes from May 12, 2019, were reviewed. Approval of the minutes moved by Dearest, seconded by Deer. Motion passed.</p> <p>The Parent and Family Engagement Policy and School Parent Compact were reviewed. Motion to approve by Nguyen, seconded by Chen. Motion passed.</p>
<p>4. SPSA</p> <p>a. Data Review</p> <p>i. Review SPSA Assessment Data from spring 2019</p>	<p>Informational: John Deer, Harriet Nguyen, Classroom Teacher members</p> <p>Action Item: Jane Doe, Principal</p>	<p>School data reports were distributed to all. Members analyzed results from multiple perspectives. Additionally, a report was produced analyzing student progress longitudinally over the past 2 years. This will allow us to document progress while we work through the changing curriculum (CCSS).</p> <p>Harriet Nguyen provided all members with an SPSA monitoring form/table. The table links progress with expenditures and feedback from Instructional Leadership Team (ILT). The SSC will continue to develop the form over the year to streamline progress monitoring and hopefully support next year's SPSA revisions.</p> <p>SPSA survey data and the California Dashboard data was distributed and reviewed. The SSC identified an area of need in absenteeism. This data was also identified through the California Dashboard data</p>

<p>ii. Review and discuss resources Inequity</p> <p>b. Review 2019-20 Goals</p> <p>c. Co-Create SPSA SMART Goals</p>	<p>Informational: John Alford, teacher member</p> <p>Action Item: Jane Doe, Principal</p> <p>Action Item: Jane Doe, Principal</p>	<p>from 2018 as the school ranked in the orange. Principal added the ILT reviewed the same data and found math was also identified as an area for improvement. This conclusion was also evident on the California Dashboard, as the school fell in the orange as from Professional Development Communities (PLC) notes.</p> <p>The resource inequity work was assembled and presented by John Alford. The data illustrated where we have spent our supplemental funds in relationship to our student achievement. We were able to see that the majority of our budget is spent on tutoring, but we haven't seen a measurable increase in achievement associated with the student receiving that intervention.</p> <p>After reviewing student data, the SSC discussed increasing the Math SMART goal by 5 percentage points since we have already met targets. Sam Potter moved to approve the new SPSA goals for 2019-20. Moved by Dearest. Motion seconded by Patricia District. Motion passed 9-0. Additionally the SSC introduced a SMART goal on absenteeism (Future MS will increase their attendance by 70 percent). Sam Potter moved to approve the new SPSA goal for 2019-20 absenteeism. Moved by Dearest. Second by John Alford. Motions passed 8-1.</p> <p>Principal shared a SMART goal handout created with the ILT. The SSC discussed the longitudinal data and reviewed it against the proposed goals. The SSC voted in favor of the proposed goals.</p>
<p>5. Budget</p> <p>a. Monitoring the SPSA Original Budget</p> <p>i. Review and align budget to SPSA</p>	<p>Informational: Jane Doe, Principal</p> <p>Action/Informational: Jane Doe, Representative</p>	<p>Jane Doe distributed to the committee a copy of the Budget Overview for the site that was run this afternoon prior to the meeting. She confirmed with her budget analyst that all salary transfers will be completed by the end of January. Any extra salary for the push in teacher purchased with resource 30100 will be watched if we are able to use these funds if they become available.</p> <p>The SSC will wait until next month after salary transfers have been completed to determine how to spend any surplus funds or adjust spending accordingly.</p>

<p>6. DAC and ELAC</p> <p>a. DAC Report</p> <p>b. ELAC Report</p>	<p>Informational: Sally Chen, DAC Representative</p> <p>Informational: Melinda Deer, ELAC Chairperson</p>	<p>DAC: No September meeting report. The DAC meeting reschedule for the third Wednesday in September.</p> <p>DELAC: Melinda Deer shared information from the September 2019 meeting.</p>
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Meeting Adjourned at 4:35 p.m.

Minutes recorded by Jane Dawes, Clerical staff member