



San Diego Unified School District  
**Future Middle School**  
SSC Meeting  
December 10, 2016

**SAMPLE SSC MEETING MINUTES**

**MEMBERS PRESENT:**

- |  |   |   |  |
|--|---|---|--|
| <input checked="" type="checkbox"/> Jane Doe         | Principal (ex officio)                        | <input checked="" type="checkbox"/> Sally Chen    | <input checked="" type="checkbox"/> Quorum was met |
| <input checked="" type="checkbox"/> John Alford      | Classroom Teacher (1 <sup>st</sup> yr)        | <input checked="" type="checkbox"/> George Rivers | Parent/DAC Rep (1 <sup>st</sup> yr)                |
| <input checked="" type="checkbox"/> Melina Escalante | Classroom Teacher (2 <sup>nd</sup> yr)        | <input checked="" type="checkbox"/> Patricia Ruiz | Parent (2 <sup>nd</sup> yr)                        |
| <input checked="" type="checkbox"/> Harriet Nguyen   | Classroom Teacher (2 <sup>nd</sup> yr)        | <input type="checkbox"/> Cynthia Smith            | Parent (1 <sup>st</sup> yr)                        |
| <input checked="" type="checkbox"/> Sam Marston      | Other – school personnel (1 <sup>st</sup> yr) | <input checked="" type="checkbox"/> John Ortega   | Parent (1 <sup>st</sup> yr)                        |
|  |   |   | Community Member (2 <sup>nd</sup> yr)              |

**Guest Name:** Richard Stone, Leticia William, David Jones, Jane Dawes

ITEM	DESCRIPTION/ACTIONS	MEETING SUMMARY
1. Call to Order	<ul style="list-style-type: none"> <li>Sally Chen: SSC Chairperson</li> </ul>	Meeting was called to order at 3:35 p.m.
2. SSC Business <ul style="list-style-type: none"> <li>➤ Approval of Minutes</li> <li>➤ Approval of Bylaws</li> </ul>	<ul style="list-style-type: none"> <li>Action Item: Approval of minutes for November 14, 2016; Sally Chen, SSC Chairperson.</li> <li>Action Item: Melina Escalante, Bylaw Committee chair</li> </ul>	<ul style="list-style-type: none"> <li>Minutes from November 13, 2016 were reviewed. Approval of the minutes moved by Ortega. Seconded by Escalante. Motion passed.</li> <li>The district bylaw sample, which among other changes, removes electronic voting (which is mandatory), was discussed. John Ortega moved to approve the 2016-17 district bylaw samples with appointment by the SSC as our method of filling vacancies during the school year. Motion seconded by George Rivers. Motion passed 8–1.</li> </ul>

ITEM	DESCRIPTION/ACTIONS	MEETING SUMMARY
<p>3. Data Review</p> <ul style="list-style-type: none"> <li>➤ Assessment Data Results</li> </ul>	<ul style="list-style-type: none"> <li>• Informational: Jane Doe, Principal</li> </ul>	<ul style="list-style-type: none"> <li>• 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).</li> </ul>
<p>4. SPSA</p> <ul style="list-style-type: none"> <li>➤ Monitoring the SPSA</li>   <li>➤ Review 2016-17 Goals</li>   <li>➤ Budget</li> </ul>	<ul style="list-style-type: none"> <li>• Informational: John Alford, Classroom Teacher member</li>   <li>• Action Item: Jane Doe, Principal</li>   <li>• Action Item: Jane Doe, Principal</li> </ul>	<ul style="list-style-type: none"> <li>• John Alford provided all members with an SPSA monitoring form/table. The table links progress with expenditures. The SSC will continue to develop the form over the year to streamline progress monitoring and hopefully support next year’s SPSA revisions.</li>   <li>• After reviewing student data, the SSC discussed increasing the ELA SMART goal by 2 percentage points since we have already met targets. Sam Marston moved to approve the new SPSA goals for 2016-17. Moved by Chen. Motion seconded by Patricia Ruiz. Motion passed 9-0.</li>   <li>• Jane confirmed with her budget analyst that all the salary transfers had been completed for the school. The salary for the IRT purchased with resource 30100 is \$10,000 below district average. We are now able to use these funds. Our priorities were reviewed and Patricia motioned to use these funds towards priority #2 and #3, after school tutoring and instructional supplies since there wasn’t enough available toward priority #1 – additional .2 FTE librarian.</li> </ul>

ITEM	DESCRIPTION/ACTIONS	MEETING SUMMARY
<p>– <b>Budget Transfer within 30100</b></p>	<ul style="list-style-type: none"> <li>Action Item: Jane Doe, Principal</li> </ul>	<p><b>Budget Transfer within Resource 30100</b>  <b>From:</b> 30100 00 1109 1000 1110 01000 0000            \$10,000 - IRT surplus salary.</p> <p><b>To:</b> 30100 00 1157 1000 1110 01000 0000            \$7,000 - After-school tutoring of sixth grade students performing below grade level.</p> <p><b>To:</b> 30100 00 4301 1000 1110 01000 0000            \$3,000 - Supplemental instructional materials (4301) such as crayons, glues, chart paper, and notebooks to enhance classroom instruction and ELA goals as outlined in our SPSA.</p> <p>Moved by Ruiz. Seconded by Harriet. Motion Passed.</p>
<p>– <b>Expense Transfer from 00000 to 30100</b></p>	<ul style="list-style-type: none"> <li>Action Item: Jane Doe, Principal</li> </ul>	<ul style="list-style-type: none"> <li>Five teachers attended professional development for CCSS in the month of October. The charges for these days were incorrectly charged to 00000 (in the amount of \$612.85). Sally motioned to move these expenses to Title I where they were identified to be expensed in the SPSA.</li> </ul> <p><b>Expense Transfer from 00000 to 30100</b>  <b>From:</b> 2015 00000 00 1192 1000 1110 01000 0000            \$612.85 - visiting teachers</p> <p><b>To:</b> 2015 30100 00 1192 1000 1110 01000 0000            \$612.85 - visiting teachers</p> <p>Motion by Alford. Seconded by Harriet. Motion Passed.</p>

ITEM	DESCRIPTION/ACTIONS	MEETING SUMMARY
<p>5. DAC and ELAC ➤ DAC Report</p> <p>➤ ELAC Report</p>	<ul style="list-style-type: none"> <li>• Informational: Sally Chen, DAC Representative</li>   <li>• Informational: Melina Escalante, ELAC Chairperson</li> </ul>	<ul style="list-style-type: none"> <li>• DAC: Sally Chen reported the DAC New Member Orientation is scheduled for 12/13 @ 4:30 PM. The Title I Ranking Report was shared at the November DAC meeting and was distributed. Currently our school has 40% free and reduced lunch and therefore receives Title I funding. The report identifies the scaled funding for all schools in the district.</li>   <li>• DELAC: Melina Escalante shared information from the November 2016 meeting.</li> </ul>
<p>6. Public Comment</p>	<p>Open</p>	<p>There was no public comment.</p>

Meeting Adjourned at 4:35 p.m.  
Minutes recorded by Jane Dawes, Clerical staff