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

## SAMPLE SSC MEETING MINUTES

### MEMBERS PRESENT:

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

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

### ITEM  |  DESCRIPTION/ACTIONS  |  MEETING SUMMARY
--- | --- | ---
1. Call to Order  |  Sally Chen: SSC Chairperson  |  Meeting was called to order at 3:35 p.m.

2. SSC Business  
   - Approval of Minutes  
   - Action Item: Approval of minutes for November 14, 2016; Sally Chen, SSC Chairperson.
   - Minutes from November 13, 2016 were reviewed. Approval of the minutes moved by Ortega. Seconded by Escalante. Motion passed.
   - 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.

   - Approval of Bylaws  
   - Action Item: Melina Escalante, Bylaw Committee chair
<table>
<thead>
<tr>
<th>ITEM</th>
<th>DESCRIPTION/ACTIONS</th>
<th>MEETING SUMMARY</th>
</tr>
</thead>
<tbody>
<tr>
<td>3. Data Review</td>
<td><strong>Assessment Data Results</strong></td>
<td>- Informational: Jane Doe, Principal</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- 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).</td>
</tr>
<tr>
<td>4. SPSA</td>
<td><strong>Monitoring the SPSA</strong></td>
<td>- Informational: John Alford, Classroom Teacher member</td>
</tr>
<tr>
<td></td>
<td><strong>Review 2016-17 Goals</strong></td>
<td>- Action Item: Jane Doe, Principal</td>
</tr>
<tr>
<td></td>
<td><strong>Budget</strong></td>
<td>- Action Item: Jane Doe, Principal</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- 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.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- 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.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- 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.</td>
</tr>
<tr>
<td>ITEM</td>
<td>DESCRIPTION/ACTIONS</td>
<td>MEETING SUMMARY</td>
</tr>
<tr>
<td>------</td>
<td>----------------------</td>
<td>-----------------</td>
</tr>
</tbody>
</table>
| – Budget Transfer within 30100 | Action Item: Jane Doe, Principal | **Budget Transfer within Resource 30100**  
*From:* 30100 00 1109 1000 1110 0100 0000  
$10,000 - IRT surplus salary.  
*To:* 30100 00 1157 1000 1110 0100 0000  
$7,000 - After-school tutoring of sixth grade students performing below grade level.  
*To:* 30100 00 4301 1000 1110 0100 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.  
Moved by Ruiz. Seconded by Harriet. Motion Passed. |
| – Expense Transfer from 00000 to 30100 | Action Item: Jane Doe, Principal | **Expense Transfer from 00000 to 30100**  
*From:* 2015 00000 00 1192 1000 1110 0100 0000  
$612.85 - visiting teachers  
*To:* 2015 30100 00 1192 1000 1110 0100 0000  
$612.85 - visiting teachers  
Motion by Alford. Seconded by Harriet. Motion Passed. |
<table>
<thead>
<tr>
<th>ITEM</th>
<th>DESCRIPTION/ACTIONS</th>
<th>MEETING SUMMARY</th>
</tr>
</thead>
<tbody>
<tr>
<td>5. DAC and ELAC</td>
<td>● Informational: Sally Chen, DAC Representative</td>
<td>● 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.</td>
</tr>
<tr>
<td>➢ DAC Report</td>
<td></td>
<td></td>
</tr>
<tr>
<td>➢ ELAC Report</td>
<td>● Informational: Melina Escalante, ELAC Chairperson</td>
<td>● DELAC: Melina Escalante shared information from the November 2016 meeting.</td>
</tr>
<tr>
<td>6. Public Comment</td>
<td>Open</td>
<td>There was no public comment.</td>
</tr>
</tbody>
</table>

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