**SSC Meeting Minutes**

San Diego Unified School District  
**Jerabek Elementary School**  
October 1, 2020

### MEMBERS PRESENT:

<table>
<thead>
<tr>
<th>Member</th>
<th>Role</th>
<th>Term 1</th>
<th>Term 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Watkins</td>
<td>Principal</td>
<td>1st yr 2019-2020</td>
<td>2nd yr 2020-2021</td>
</tr>
<tr>
<td>Shana Toerien (SSC)</td>
<td>Other - Classified</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Melalee Trovato (SSC)</td>
<td>Teacher (TK/K)</td>
<td>1st yr 2020-2021</td>
<td>2nd yr 2021-2022</td>
</tr>
<tr>
<td>Renata Montiel (SSC)</td>
<td>Teacher (1st/2nd)</td>
<td>1st yr 2019-2020</td>
<td>2nd yr 2020-2021</td>
</tr>
<tr>
<td>Gail Hawley (SSC)</td>
<td>Teacher (3rd)</td>
<td>1st yr 2020-2021</td>
<td>2nd yr 2021-2022</td>
</tr>
<tr>
<td>Pam Pond (SSC)</td>
<td>Teacher (4th/5th)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Melissa McChesney</td>
<td>Parent (1st yr)</td>
<td>2019-2020</td>
<td>2020-2021</td>
</tr>
<tr>
<td>Karen Freeman</td>
<td>Parent (1st yr)</td>
<td>2020-2021</td>
<td>2021-2022</td>
</tr>
<tr>
<td>Porchia Rich</td>
<td>Parent (1st yr)</td>
<td>2020-2021</td>
<td>2021-2022</td>
</tr>
<tr>
<td>Vanessa Neville</td>
<td>Parent (1st yr)</td>
<td>2019-2020</td>
<td>2020-2021</td>
</tr>
<tr>
<td>Chris Lutgendorf</td>
<td>Parent (1st yr)</td>
<td>2020-2021</td>
<td>2021-2022</td>
</tr>
<tr>
<td>Samina Willson</td>
<td>Parent (1st yr)</td>
<td>2020-2021</td>
<td>2021-2022</td>
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**SSC – 50% Staff 50% Parents**

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DESCRIPTION/ACTIONS</th>
<th>ACTION REQUESTED OF MEMBERS</th>
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<tbody>
<tr>
<td>1. Call to Order</td>
<td>Dr. Watkins</td>
<td>Meeting was called to order at 1:01 PM.</td>
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<tr>
<td>2. Public Comment</td>
<td>Open to all through</td>
<td>None</td>
</tr>
</tbody>
</table>

Jerabek SSC/SGT Zoom Meeting  
[https://sandiegounified.zoom.us/j/95841195998](https://sandiegounified.zoom.us/j/95841195998)  
Meeting ID: 958 4119 5998  
Password: 683083
<table>
<thead>
<tr>
<th>SSC Business</th>
<th>Informational: Dr. Watkins</th>
<th>By-Laws Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Election of Officers</td>
<td>- Approval of minutes for May 7, 2020</td>
<td>- M. McChesney is nominated for Chairperson by K. Freeman. Dr. Watkins nominates G. Hawley. Both accept nomination. Vote is passed unanimously via Chat feature on Zoom.</td>
</tr>
<tr>
<td>- Approval of Minutes</td>
<td>- Approval of minutes for September 10, 2020</td>
<td>- C. Lutgendorf is nominated for Parliamentarian by Dr. Watkins. C. Lutgendorf accepts. Vote is passed unanimously via Chat feature on Zoom.</td>
</tr>
<tr>
<td>- By-Laws Review</td>
<td>- Discussion: Dr. Watkins</td>
<td>- V. Neville agrees to continue as Secretary. Vote is passed unanimously via Chat feature on Zoom.</td>
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</table>

- K. McCaulley introduced the Committee’s new members; Karen Freeman, Porchia Rich, Chris Lutgendorf and Samina Wilson.

- M. McChesney is nominated for Chairperson by K. Freeman. Dr. Watkins nominates G. Hawley. Both accept nomination. Vote is passed unanimously via Chat feature on Zoom.

- C. Lutgendorf is nominated for Parliamentarian by Dr. Watkins. C. Lutgendorf accepts. Vote is passed unanimously via Chat feature on Zoom.

- V. Neville agrees to continue as Secretary. Vote is passed unanimously via Chat feature on Zoom.

- Motion made to approve both May 2020 and September 2020 minutes by C. Lutgendorf. Motion is 2nd by M. Trovato. Motion passes.

- Dr. Watkins explains that the review process for the By-Laws was postponed from previous meetings due to Covid-19 and the election of our new members. Dr. Watkins asks that a vote be taken to create a committee to review the By-Laws. P. Pond, C. Lutgendorf, S. Wilson and Dr. Watkins are nominated to join the By-Law review committee. Motion is made by C. Lutgendorf to create committee with the aforementioned members. Motion is 2nd by S. Toerien. Motion passes.

- P. Rich inquires as to the reason a review of the By-Laws is necessary. Dr. Watkins responds that the By-Laws have not been reviewed in a long time and that certain requirements that exist in the By-Laws may be unnecessary. One such example would be the requirement for having a
### 3b. New Business
- SSC Roster
- Informational: Dr. Watkins

- Meeting each month, rather than having a total number of meetings.
- V. Neville states that reading through the By-Laws was a helpful exercise and suggests that the Committee distribute the By-Laws to new members each year. Dr. Watkins agrees and asks K. McCaulley to make note for next year.
- K. McCaulley performs a roll call of the members of the Committee per the list above.

### 4. Data Review and Instruction
- Enrollment update
- Informational: Dr. Watkins

- On-Line Learning update
- Informational: Dr. Watkins

- Dr. Watkins informs the committee that enrollment is down to 629 students. Normally a reduction of this size would require a reorganization. However, the District has decided to postpone the reallocation process and thus Jerabek is not in jeopardy of losing any teachers.

- Dr. Watkins states that the general sentiment from parents regarding online learning has been positive. Parents are happy with the way things are going given the circumstances.

### 5. SPSA
- School Parent Compact
- Parent and Family Engagement Policy
- Uniform Complaint Procedure
- Informational: Dr. Watkins

- Dr. Watkins began the discussion regarding the SPSA by sharing her screen and showing the Committee the SPSA document. The School Plan for Student Achievement (SPSA) identifies and addresses the instructional needs of students and specifies how categorical funds provided through the Consolidated Application will be used to accomplish the goals outlined in the plan.
The SPSA is completed yearly. It centers on the results of the prior year’s SBAC tests and requires schools to set goals and plans to improve or sustain their scores. Due to Covid-19, this year’s SPSA contains test scores from the 2018/2019 school year because California students did not take the SBAC tests in the 2019/2020 school year. It is unclear at this time if students will take the SBAC tests in the 2020/2021 school year. Dr. Watkins states that taking the test most likely rests on whether or not schools reopen for in-person classes.

Dr. Watkins states that one notable difference in this year’s SPSA is the addition of a new subgroup; “Black/African American”. Jerabek currently has 1 student who marked this subgroup category on their intake form. The improvement goal set for this subgroup was 5% and the plan of action closely resembles the plan for the remainder of the student body.

Dr. Watkins notes that our absenteeism percentages (currently 98% attendance) are very good and that Jerabek consistently trades the number 1 and 2 position between itself and EBS. Attendance is a primary focus area this year due to distance learning. Any chronic absenteeism is being closely monitored by Jerabek faculty and the District. Currently only 1 family at Jerabek is struggling with absenteeism. Jerabek faculty and the District are currently working with the family to get them on track.

Dr. Watkins informs the Committee that part of the SPSA is documentation stating that the document was discussed with the SSC before being submitted. Once finalized, a copy of the SPSA will be distributed to the members at next month’s meeting.
The website, CaSchoolDashBoard.org, contains all of the data included on the SPSA.

Dr. Watkins states that the majority of our funding comes from the FFO as we are not a Title 1 school.

P. Rich asks if the swings in year to year percentages could be attributed to the small numbers of students we have in various subgroups, making any percentage changes in these subgroups appear very large. Dr. Watkins agreed and stated that it is helpful to evaluate the number in the subgroup in tandem with the percentage changes.

S. Freeman inquires as to why SGT is separate from SSC. Dr. Watkins responded that SSC deals primarily with the budget, but as Jerabek is not a Title 1 school and thus has very little budget from the District, it is unnecessary to hold 2 separate meetings.

Dr. Watkins inquires as to whether there were any questions regarding the Uniform Complaint Procedure, School Parent Compact or Parent Family Engagement Policy. There were no questions.

6. Budget
   - No Update

7. DAC and ELAC
   - DAC Representative needed
   - Informational: Dr. Watkins

   Dr. Watkins announces that a new representative is needed. The requirements for the position are to attend monthly DAC meetings which are currently being held via Zoom. C. Lutgendorf volunteers to be the representative and G. Modica volunteers to be his alternate as necessary.
<table>
<thead>
<tr>
<th>ELAC update/possible Representative needed</th>
<th>Informational: Dr. Watkins</th>
<th>No ELAC representative is required at present. The TK, K and new students are currently being evaluated and should the number of ELAC students reach 21 or greater, an ELAC representative will be required.</th>
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<tbody>
<tr>
<td>8. Round Table</td>
<td></td>
<td>M. McChesney inquires if there has been any new information regarding returning to in-person classes. Dr. Watkins answered that Phase 1 will be the subject of the “Principal’s Chat” being held that afternoon. Additionally, Phase 2 is currently being discussed and negotiated by the District. M. Travato thanks all the teachers, parents and faculty for the hard work making distance learning as successful as possible. Additionally M. Travato expresses her gratitude to Dr. Watkins for being a strong leader. Dr. Watkins thanks her and closes the meeting with a favorite quote, “Together we can, together we will.”</td>
</tr>
</tbody>
</table>

Meeting Adjourned at 2:03 p.m.
Minutes recorded by Vanessa Neville

Next Scheduled SSC Meeting: December 3, 2020
1:00 – 2:00
Join Zoom Meeting
https://sandiegounified.zoom.us/j/96882670758
Meeting ID: 968 8267 0758
Password: 721343