



San Diego Unified School District
Future Middle School
SSC Meeting
November 10, 2017

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 (2 nd yr) | <input checked="" type="checkbox"/> Sally Dearest | Parent/DAC Rep (2 nd yr) |
| <input checked="" type="checkbox"/> John Deer | Classroom Teacher (1 st yr) | <input checked="" type="checkbox"/> Patricia Ruiz | Parent (1 st yr) |
| <input checked="" type="checkbox"/> Harriet Nguyen | Classroom Teacher (2 nd yr) | <input type="checkbox"/> Cynthia Smith | Parent (1 st yr) |
| <input checked="" type="checkbox"/> Sam Marston | Other – school personnel (1 st yr) | <input checked="" type="checkbox"/> John Ortega | Community Member (2 nd yr) |

Guest Name: Richard Stone, Leticia William, and Scooby Doo

ITEM	DESCRIPTION/ACTIONS	MEETING SUMMARY
1. Call to Order	<ul style="list-style-type: none"> Sally Chen: SSC Chairperson 	Meeting was called to order at 3:35 p.m.
2. SSC Business <ul style="list-style-type: none"> ➤ Approval of Minutes ➤ Approval of Bylaws 	<ul style="list-style-type: none"> Action Item: Approval of minutes for November 14, 2016; Sally Chen, SSC Chairperson. Action Item: Melina Escalante, Bylaw Committee chair 	<ul style="list-style-type: none"> Minutes from October 12, 2017 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 2017-18 district bylaw samples with appointment by the SSC as our method of filling vacancies during the school year. Motion seconded by Sam Marston. Motion passed 8–1.

ITEM	DESCRIPTION/ACTIONS	MEETING SUMMARY
<p>3. Data Review</p> <ul style="list-style-type: none"> ➤ Assessment Data Results 	<ul style="list-style-type: none"> • Informational: Jane Doe, Principal 	<ul style="list-style-type: none"> • 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>4. SPSA</p> <ul style="list-style-type: none"> ➤ Monitoring the SPSA ➤ Review 2017-18 Goals ➤ Budget 	<ul style="list-style-type: none"> • Informational: John Alford, Classroom Teacher member • Action Item: Jane Doe, Principal • Action Item: Jane Doe, Principal 	<ul style="list-style-type: none"> • 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. • 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 2017-18. Moved by Chen. Motion seconded by Patricia Ruiz. Motion passed 9-0. • 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.

ITEM	DESCRIPTION/ACTIONS	MEETING SUMMARY
<p>- Budget Transfer within 30100</p>	<ul style="list-style-type: none"> Action Item: Jane Doe, Principal 	<p><u>Budget Transfer within Resource 30100</u> From: 30100 00 1109 1000 1110 01000 0000 \$10,000 - IRT surplus salary.</p> <p>To: 30100 00 1157 1000 1110 01000 0000 \$7,000 - After-school tutoring of sixth grade students performing below grade level.</p> <p>To: 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>- Expense Transfer from 00000 to 30100</p>	<ul style="list-style-type: none"> Action Item: Jane Doe, Principal 	<ul style="list-style-type: none"> 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. <p><u>Expense Transfer from 00000 to 30100</u> From: 2015 00000 00 1192 1000 1110 01000 0000 \$612.85 - visiting teachers</p> <p>To: 2015 30100 00 1192 1000 1110 01000 0000 \$612.85 - visiting teachers</p> <p>Motion by Alford. Seconded by Harriet. Motion Passed.</p>

