Attachment 6 – Sample SSC Meeting Minutes (documenting election results and new SSC members)

**SAMPLE Meeting Minutes**

San Diego Unified School District

**Future Middle School**

SSC Meeting

September 6, 2021

**MEMBERS PRESENT:** ☒ Quorum was met

|  |  |  |  |
| --- | --- | --- | --- |
| ☒ Jane Doe  | Principal (ex officio)  | ☒ Sally Chen  | Parent/DAC Rep (2021-23) |
| ☒ John Alford  | Classroom Teacher (2021-23) | ☒ Sally Dearest  | Parent (2021-22) |
| ☒ John Deer  | Classroom Teacher (2020-22) | ☒ Patricia District  | Parent (2021-2023) |
| ☒ Harriet Nguyen  | Classroom Teacher (2020-21) | ☐ Cynthia Smith  | Parent (2020-2022) |
| ☒ Sam Potter  | Other – school personnel (2021-23) | ☒ John Ortega  | Community Member (2020-21) |
| **Guest Name:** Richard Stone**,** Leticia Williams, Melinda Deer, Jane Dawes, and Scooby Doo |

SPSA GOAL(S) discussed at this SSC Meeting

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| --- | --- | --- | --- |
|[x]  Goal 1: Safe, Collaborative Inclusive Culture |[ ]  Goal 2: ELA |[x]  Goal 3: Mathematics |[ ]  Goals 4: English Learners |
|[ ]  Goal 5: Supporting Students With Disabilities |[ ]  Goal 6: Supporting Black Youth |[ ]  Goal 7: Family Engagement |[ ]  Goals 8: Graduation/Promotion Rate |

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| --- | --- | --- |
| Item | Description/Actions | Meeting Summary |
| 1. Call to Order
 | Sally Chen: SSC Chair | Meeting was called to order at 3:35 |
| 1. Public Comment
 | Open | There was no public comment |
| 1. SSC Business
	1. Election Results and Introduction of New SSC members
	2. Distribute and review the Uniform Complaint Procedures (UCP)
	3. Review and make changes (as needed) to SSC bylaws
	4. Establish SSC chair, secretary, and DAC representatives.
	5. Approval of Minutes
	6. Parent and Family Engagement Policy and School Parent Compact
 | 1. Informational: Jane Doe, Principal
2. Informational: Jane Doe, Principal
3. Informational: Jane Doe, Principal
4. Action: Jane Doe, Principal
5. Action Item: Approval of minutes for June 12, 2021; Sally Chen, SSC Chairperson.
6. Action: Jane Doe, Principal
 | 1. SSC elections held in September. The teachers held the one Classroom Teacher vacancy at the first staff meeting. John Deer unanimously elected by his peers to fulfill a second-year vacancy. Welcome John. At the same staff, meeting non-classroom staff also voted for the “other” SSC vacancy. His peers elected Sam Potter unanimously. Welcome Sam. The nominations for parent nominations and elections took place the first two weeks in September with the ballots distributed and collected by September 4, for the three SSC parent vacancies. Three hundred and twenty three ballots submitted via google form. The result elected our newest parent members. Welcome Sally Dearest, Patricia District and Cynthia Smith to our committee
2. Principal shared the Uniform Complaint Procedures handout and distributed copies for all SSC members (see the link under item column)
3. Principal and SSC reviewed the SSC bylaws. The reasons for termination were reviewed and the SSC agreed to add a bullet point;
* The (community) member no longer resides in the schools attendance boundaries
* There were no other changes proposed. SSC bylaws with the change motioned by Sam Potter and second by John Deer. The SSC voted unanimously to pass the new SSC bylaws for the 2021-22 school year.
1. 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.
2. Minutes from June 12, 2021, reviewed. Approval of the minutes motioned by Dearest, seconded by Deer. Motion passed with a 9 to 1 vote.
3. The Parent and Family Engagement Policy and School Parent Compact were reviewed. Motion to approve by Nguyen, seconded by Chen. Motion passed unanimously.
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| 1. SPSA/DATA
	1. Data Review (link data reports)
		1. Review SPSA Assessment Data from spring 2021
		2. Review and Complete the SPSA Evaluation and Review Needs Assessment (link for reports)
		3. Review and discuss resources Inequity
	2. Review 2020-21 Goals
	3. Co-Create SPSA SMART Goals
 | 1. Informational: John Deer, Harriet Nguyen, Classroom Teacher members
	1. Informational: John Deer, Harriet Nguyen, Classroom Teacher members
	2. Action Item: Jane Doe, Principal
	3. Informational: John Alford, teacher member
2. Action Item: Jane Doe, Principal
3. Action Item: Jane Doe, Principal

  | 1. School data reports 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).
	1. 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 support next year’s SPSA revisions.
	2. SPSA survey data and the California Dashboard data was distributed and reviewed. The SSC identified an area of need in absenteeism. Attendance data from People Soft was also shared. This data was compared to the CA Dashboard, as the school ranked in the orange in 2019. Principal added the ILT reviewed the same data and found math was also identified as an area for improvement. Needs assessment data provided insight to how the community felt attendance and math progress were addressed. The community and some teachers would like to see more hands on learning in the area of math. Lessons that are more engaging will engage students in learning and increase attendance. The community also shared through the needs assessment, attendance is impacted by the need for childcare. Many of the absent students are taking care of sibling while parents are at work. This conclusion was also evident on the California Dashboard, as the school fell in the orange as from Professional Development Communities (PLC) notes. The team then reviewed how money was spent the previous year (link) and whether the strategies invested in produced progress towards goals to close the achievement gap. The team concluded that spending budget on the counselor to conduct home visits did not increase attendance. Students indicated that they did not feel safe at school based on the CA Healthy Kids Survey. The team is continuing to fund a school counselor, but would like the time to be spent on Restorative Justice Practices.

 * 1. 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.
1. 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 2021-22. Moved by Dearest. Motion seconded by Patricia District. Motion passed 7-2. 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 2021-22 absenteeism. Moved by Dearest. Second by John Alford. Motions passed 8-1.
2. 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.
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| 1. Budget
	1. Budget Transfer within Title I (Resource 30100)
	2. Expense Transfer from 00000 to 30100
 | 1. Informational: Jane Doe, Principal
2. Action/Informational: Jane Doe, Representative
 | * + - * 1. ILT recommends to have tutoring support for 6th grade students who were identified as at risk. Teachers have agreed to provide interventions for a two-month period and monitor progress.

Primary grade PLCs discussed a need for software that will support literacy. Recommendation for RAZ Kids software. Grade level team will monitor student use and progress.Budget Transfer within Resource 30100 **From**: 30100 00 1109 1000 1110 01000 0000 $10,000 - IRT surplus salary. **To:** 30100 00 1157 1000 1110 01000 0000 $7,000 - After-school tutoring of sixth grade students performing below grade level in ELA. **To:** 30100 00 4301 1000 1110 01000 0000 $3,000 – Supplemental intervention curriculum for primary grades in ELA.Moved by Chen. Seconded by Ortega. Motion Passed 8-1.* + - * 1. Expense Transfer from 00000 to 30100

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. **From:** 00000 00 1192 1000 1110 01000 0000 $612.85 - visiting teachers ($737.88 with benefits) **To**: 30100 00 1192 1000 1110 01000 0000 $612.85 - visiting teachers ($737.88 with benefits) Motion by Chen. Seconded by Ortega. Motion Passed 9-0.  |
| 1. DAC and ELAC
	1. DAC Report
	2. ELAC Report
 | 1. Informational: Sally Chen, DAC Representative
2. Informational: Melinda Deer, ELAC Chairperson
 | 1. DAC: No September meeting report. The DAC meeting reschedule for the third Wednesday in September.
2. DELAC: Melinda Deer shared information from the September 2020 meeting. (link to notes)
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**Meeting Adjourned at 4:35 p.m.**

**Minutes recorded by Jane Dawes, Clerical staff member**