*School Name:\_\_ SCUSD Elementary School\_\_\_\_\_\_\_\_\_*



**Example**

**School Site Council (SSC) Agenda/Minutes**

**School Year: \_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| **Meeting Date**: October 1st | **Meeting Location**: Room 15 |
| **Starting Time**: 3:15pm | **Ending Time**: 4:16 pm |

**Participants: Elected SSC Council Members. All staff, parents and members of the public invited.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item/Time Limit** | **Actions Requested** | **Person Responsible** | **Comments/Parent Advice** |
| **1. Call to Order**  **(0 minute)** | **None** | **Chair** |  |
| **2. Roll Call**  **(1 minute)** | **None** | **Secretary** | -Ms. Adams (principal)  -Margret Terin (office manager)  -Jessica Lee (teacher)  -Mary Que (teacher)  -Lee Jones (teacher)  -Ms. March (parent)  -Mr. Bach (parent)  -Mr. Mull (parent)  -Mrs. Torres (parent)  -Ms. Jackson (parent) |
| **3. Additions/Changes to Agenda**  **(0 min.)** | **None** | **Chair** | No suggestions for additions to the agenda |
| **4. Reading and Approval of Minutes (1 min.)** | **Approval** | **Secretary** | Minutes were unanimously approved |
| **5. Reports of Officers/Committees (1 min.)** |  | **Chair** |  |
| **6. Public Comment (1 min.)** | **\*Not**  **Applicable** | **Chair** | There we no public comments for today’s meeting |

**\*Under the Open Meeting Law, no action related to public comment may be acted upon at the meeting. Issues raised at the meeting may be scheduled for another SSC meeting, as approved by the council. Public comment is generally limited to two minutes per person.**

|  |  |  |  |
| --- | --- | --- | --- |
| **7. Unfinished Business**   1. **min.)** | **Information/Approval**  **-Election Results and Introduction of New SSC members**  **-Parent & Family Engagement Policy and School Parent Compact** | **Chair/Principal** | -SSC elections were held in September. The election for one classroom teacher opening was held after the first staff meeting. Jessica Lee was elected unanimously by her peers to fulfill the vacancy. Welcome Jessica! Classified staff also voted for the “other staff” position. Margret Terin was elected unanimously by her peers. Welcome Margret! The nominations for parents were held the first two weeks in September with the ballots distributed and collected by September 24th for three SSC parent openings. 95 ballots were returned to elect our newest parent members. Welcome April March, Paul Mull and Joe Bach to our committee!  - The Parent & Family Engagement Policy and School Parent Compact were reviewed. The SSC agreed to add additional parent meetings focused on instruction. Motion to approve by Mr. Mull, seconded by Mary. Motion passed. |
| **8. New Business**  **(5 min.)** | **Information**  **-Data Review** | **Principal** | School data reports were distributed to everyone. Members analyzed results from multiple perspectives. Additionally, a report was produced to assist members in analyzing student progress over the last two years. This will allow us to document progress of the strategies described in the SPSA. |
| **9. New Business**   1. **min.)** | **Information/Action**  **-Monitoring the SPSA**  **-Review goals** | **Jessica Lee, Classroom Teacher member**  **Principal** | Jessica Lee provided all members with a list of the goals and strategies listed in the SPSA. Ms. Adams said that the SSC will use this documents to link our progress with expenditures. The SSC will continue to develop the document over the year to streamline progress monitoring and support next year’s SPSA revisions.  After reviewing student data, the SSC discussed increasing the Math SMART goal by 5 percentage points since we have already met targets. Margret Terin moved to approve the new SPSA goals for this year. Motion was seconded by Mr. Bach. Motion passed 10-0. |
| **10. New Business**  **(10 min.)** | **Monitoring the SPSA**  **-Information** | **Principal** | Ms. Adams shared a copy of the Budget Overview for the site that was run this afternoon prior to the meeting. She confirmed that the training specialist position funded with Title I will be filled by November. |
| **11. New Business**  **(5 min.)** | **ELAC Report**  **-Information** | **ELAC Chairperson** | The ELAC chairperson shared information from the September meeting. |
| **12. Adjournment**  **(1 min.)** |  | **Chair** | “I (SSC chair) motion to adjourn at 4:16pm.” All in favor? |

**Prepared By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(signature)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(type name)**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Attach sign-in sheet**