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



**EXAMPLE**

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

**School year:\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| **Meeting Date**:  April 1st | **Meeting Location**: Room 15 |
| **Starting Time**: 3:15pm | **Ending Time**: 4:23 pm |

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

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| --- | --- | --- | --- |
| **Item/Time Limit** | **Actions Requested** | **Person Responsible** | **Comments/Parent Advice** |
| **1. Call to Order**  **(1 minute)**  **3:15pm** | **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**  **(1 min.)** | **None** | **Chair** | No suggestions for additions to the agenda |
| **4. Reading and Approval of Minutes (3 min.)** | **Approval** | **Secretary** | Minutes were unanimously approved |
| **5. Reports of Officers/Committees (1min.)** |  | **Chair** |  |
| **6. Public Comment (10 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.**

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| --- | --- | --- | --- |
| **7. Unfinished Business (10 min.)** | **Budget Review**  **-Approval** | **Principal** | **-SPSA Goal 1:**  SSC reviewed in-class math assessment data for students participating in the after school intervention program. Math assessment data shows after school interventions are improving identified students’ performanceon in-class math assessments. We  need to reallocate money to ensure the after school invention program continues through May. As a result we:  -need a total of $7,000 for the program to continue  -can take $2,000 from action: “student behavior data will be monitored throughout the school year looking for trends and or students needing interventions  -can reallocate $4000 from “school sound /visual equipment for safety and community meetings” and move to after school interventions program  -can reallocate $1000 of supplemental materials for parent resource center/ duplicating forms and flyers to math invention program.  **Motion** to approve by Mr. Mull, Ms. Jackson seconded the motion, all members were in favor in reallocating funding in SPSA Goal 1 to extend the after school intervention program. |
| **8. New Business**  **(50 min.)** | **Data Review**  **-Information** | **Chair/Principal** | Ms. Adams provided data on SPSA goals and school performance  -Enrollment has decreased over the last four years  -Demographics: 40% are African American, 17% Asian American, 43% are Latino  -**EL Data**: SSC members reviewed data. **Findings**: students are making growth in primary grades, but struggle in intermediate grades.  -**iReady**: Students made progress throughout the school year, especially in math.  **-Suspension:** \_\_\_\_ school year: (90 suspensions-61 students)   * SPED students**:** 20 suspensions- 16 students, * Transient students: 30 suspensions-15 students, * AA: 20 suspensions-15 students * Latino: 20 suspensions-15 students.   -Ms. Que suggested we allocate funding for assemblies/performances focused on positive behavior. Mrs. Torres stated that she heard about PBIS and would like to discuss using next year’s funds for this.  Principal Adams stated that assemblies/performances focused on behavior and PBIS would align to their positive culture and climate SPSA goals. Ms. Lee motioned to move this item to the next SSC meeting to allow them time to look into viable options. All members were in favor of tabling the conversation and addressing it during the next meeting. (item moved to next meeting)  -School Site Council will review BPST and iReady data to monitor impact of Goal 2, strategy 2 – “Provide staff opportunities to observe peers delivering targeted/differentiated instruction and engage in related collaborative lesson analysis/planning.” (item moved to next meeting)  -Coordinate with ELAC to review programs for English learners (item moved to next meeting)  -Input on next year’s Safety Plan (item moved to next meeting)  **(** |
| **9. Adjournment**  **(1 min.)** |  | **Chair** | “I (SSC chair) motion to adjourn at 4:16pm.” All in favor? All voted to adjourn. |

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

**(Type name)**

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

**Attach sign-in sheet**