**SAMPLE Meeting Minutes**

Attachment 5 – *Sample*

SSC Meeting Minutes

San Diego Unified School District

**Future Middle School**

SSC Meeting

November 10, 2018

**MEMBERS PRESENT:**  Quorum was met

|  |  |  |  |
| --- | --- | --- | --- |
| Jane Doe | Principal (ex officio) | Sally Chen | Parent/DAC Rep (2017-19) |
| John Alford | Classroom Teacher (2017-2019) | Sally Dearest | Parent (2018-2020) |
| John Deer | Classroom Teacher (2018-19) | Patricia District | Parent (2018-2020) |
| Harriet Nguyen | Classroom Teacher (2017-2019) | Cynthia Smith | Parent (2018-2020) |
| Sam Potter | Other School Personnel (2018-20) | John Ortega | Community Member (2017-2019) |
| **Guest Name:** Richard Stone**,** Leticia Williams, and Scooby Doo | | | |

| 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. Approval of Minutes    2. Approval of Bylaws | Action Item: Approval of minutes for October 12, 2018; Sally Dearest, SSC Chairperson.  Action Item: Sally Dearest, Bylaws Committee chair | Minutes from October 12, 2018 were reviewed. Approval of the minutes moved by Dearest, seconded by Deer. Motion passed 9-0.  The district bylaw sample, which among other changes, removes electronic voting was discussed. Sally Dearest moved to approve the 2018-19 district bylaw samples with appointment by the SSC as our method of filling vacancies during the school year. Motion seconded by Sam Potter. Motion passed 8-1. |
| 1. Data Review    1. Assessment Data Results | Informational: Jane Doe, Principal | 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. |
| 1. SPSA    1. Monitoring the SPSA    2. Review 2018-19 Goals | Informational: John Alford, Classroom Teacher member    Action Item: Jane Doe, Principal | 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 5 percentage points since we have already met targets. Sam Potter moved to approve the new SPSA goals for 2018-19. Moved by Dearest. Motion seconded by Patricia District. Motion passed 9-0. |
| 1. Budget    1. Budget Transfer within Title I (Resource 30100)    2. Expense Transfer from 00000 to 30100 | Action Item: Jane Doe, Principal  Action Item: Jane Doe, Principal | 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.  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:** 2015 00000 00 1192 1000 1110 01000 0000  $612.85 - visiting teachers  **To**: 2015 30100 00 1192 1000 1110 01000 0000  $612.85 - visiting teachers  Motion by Chen. Seconded by Ortega. Motion Passed 9-0. |
| 1. DAC and ELAC    1. DAC Report    2. ELAC Report | Informational: Sally Chen, DAC Representative  Informational: Melinda Deer, ELAC Chairperson | DAC: Sally Chen reported the DAC New Member Orientation is scheduled for 12/13 @ 4:30 PM. The Title I Ranking Report was shared at the November DAC meeting and was distributed. Currently our school has 40% free and reduced lunch and therefore receives Title I funding. The report identifies the scaled funding for all schools in the district.  DELAC: Melinda Deer shared information from the October 2018 meeting. |

**Meeting Adjourned at 4:35 p.m.**

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