Attachment 5- Template SSC Meeting Minutes

**SAMPLE Meeting Minutes**

San Diego Unified School District

**(NAME) School**

SSC Meeting

(DATE)

**(Prepopulate based on the roster include office held by each person. Add rows or remove and change labels as needed. You may not need each section every month. This is based on the agenda. )**

**MEMBERS PRESENT:**

Quorum (Yes/No)

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Principal (ex officio) | Name | Role/Office (Term Year) |
| Name | Classroom Teacher (Term Year) | Name | Role/Office (Term Year) |
| Name | Classroom Teacher (Term Year) | Name | Role/Office (Term Year) |
| Name | Classroom Teacher (Term Year) | Name | Role/Office (Term Year) |
| Name | Classroom Teacher (Term Year) | Name | Role/Office (Term Year) |
| Name | Classroom Teacher (Term Year) | Name | Role/Office (Term Year) |
| Name | Other–school personnel (Term Year) | Name | Role/Office (Term Year) |
| **Guest Name:** | | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Goal 1: Safe, Collaborative Inclusive Culture |  | Goal 2: ELA |  | 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 |

|  |  |  |
| --- | --- | --- |
| Item | Description/Actions | Meeting Summary |
| 1. Call to Order | (Name): SSC Chair | Meeting was called to order at (Time) |
| 1. Public Comment | Open |  |
| 1. SSC Business    1. Approval of Minutes   EXAMPLES: vacant positions, safety procedure, sharing parent meeting info, etc. | 1. Action: (Name), (Role) | 1. (Include the member who motioned the vote, the person who seconded the vote, and the tally of votes) |
| 1. Data/SPSA    1. Site Data    2. District Data    3. Quarterly Data | 1. Informational: (Name), (Role) | 1. (Be sure to link the data to an SPSA goal.) 2. (Link Reports) 3. (Link Reports) |
| 1. Budget    1. Modifications to SPSA/Funding (Transfers) | 1. Action/Informational: Jane Doe, Representative | ***Budget moves within one resource. Expenses can move between resources, allowability and rules still apply.***   1. Be sure to record transfer information FROM: and TO: with resource-account-Program/Class/Extended; the amount or UP TO amount; and provide justification or WHY the budget/expenses are being moved such as committee recommendations based on data analysis.    1. You can link the budget transfer presentation    2. If using the transfer form, please include this in the minutes and refer to (a) to record transfer. |
| 1. DAC and ELAC    1. DAC Report    2. ELAC Report | 1. Informational: (Name), DAC Representative 2. Informational: (Name), ELAC Chairperson | 1. DAC: 2. DELAC: |

**Meeting Adjourned at (TIME)**

**Minutes recorded by NAME, ROLE**