San Diego Unified School District  
**Future Middle School**  
SSC Meeting  
November 10, 2017

**SAMPLE SSC MEETING MINUTES**

**MEMBERS PRESENT:**
- Jane Doe, Principal (ex officio)
- John Alford, Classroom Teacher (2nd yr)
- John Deer, Classroom Teacher (1st yr)
- Harriet Nguyen, Classroom Teacher (2nd yr)
- Sam Marston, Other – school personnel (1st yr)
- Sally Chen, Parent/DAC Rep (2nd yr)
- Sally Dearest, Parent (1st yr)
- Patricia Ruiz, Parent (1st yr)
- Cynthia Smith, Parent (1st yr)
- John Ortega, Community Member (2nd yr)
- Quorum was met

**Guest Name:** Richard Stone, Leticia William, and Scooby Doo

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<th>ITEM</th>
<th>DESCRIPTION/ACTIONS</th>
<th>MEETING SUMMARY</th>
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<tr>
<td>1. Call to Order</td>
<td>Sally Chen: SSC Chairperson</td>
<td>Meeting was called to order at 3:35 p.m.</td>
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<td>2. SSC Business</td>
<td>Action Item: Approval of minutes for November 14, 2016; Sally Chen, SSC Chairperson.</td>
<td>Minutes from October 12, 2017 were reviewed. Approval of the minutes moved by Ortega. Seconded by Escalante. Motion passed.</td>
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<td>Action Item: Approval of Bylaws</td>
<td>The district bylaw sample, which among other changes, removes electronic voting (which is mandatory), was discussed. John Ortega moved to approve the 2017-18 district bylaw samples with appointment by the SSC as our method of filling vacancies during the school year. Motion seconded by Sam Marston. Motion passed 8–1.</td>
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<td>3. Data Review</td>
<td>- Informational: Jane Doe, Principal</td>
<td>- 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. This will allow us to document progress while we work through the changing curriculum (CCSS).</td>
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<td>➢ Assessment Data Results</td>
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<td>4. SPSA</td>
<td>- Informational: John Alford, Classroom Teacher member</td>
<td>- 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.</td>
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<td>➢ Monitoring the SPSA</td>
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<td>➢ Review 2017-18 Goals</td>
<td>- Action Item: Jane Doe, Principal</td>
<td>- After reviewing student data, the SSC discussed increasing the ELA SMART goal by 2 percentage points since we have already met targets. Sam Marston moved to approve the new SPSA goals for 2017-18. Moved by Chen. Motion seconded by Patricia Ruiz. Motion passed 9-0.</td>
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<td>➢ Budget</td>
<td>- Action Item: Jane Doe, Principal</td>
<td>- Jane confirmed with her budget analyst that all the salary transfers had been completed for the school. The salary for the IRT purchased with resource 30100 is $10,000 below district average. We are now able to use these funds. Our priorities were reviewed and Patricia motioned to use these funds towards priority #2 and #3, after school tutoring and instructional supplies since there wasn’t enough available toward priority #1 – additional .2 FTE librarian.</td>
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**Item** | **Description/Actions** | **Meeting Summary**  
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- **Budget Transfer within 30100**  
  - 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.  
    - **To:** 30100 00 4301 1000 1110 01000 0000  
      - $3,000 - Supplemental instructional materials (4301) such as crayons, glues, chart paper, and notebooks to enhance classroom instruction and ELA goals as outlined in our SPSA.  
      - Moved by Ruiz. Seconded by Harriet. Motion Passed.  

- **Expense Transfer from 00000 to 30100**  
  - Action Item: Jane Doe, Principal  
  - 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.  
    - **Expense Transfer from 00000 to 30100**  
      - **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 Alford. Seconded by Harriet. Motion Passed.
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| 5. DAC and ELAC  
- DAC Report | • Informational: Sally Chen, DAC Representative  
- ELAC Report | • 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: Melina Escalante shared information from the October meeting. |
| 6. Public Comment | Open | There was no public comment. |

Meeting Adjourned at 4:35 p.m.  
Minutes recorded by Jane Dawes, Clerical staff