



# SAMPLE Meeting Minutes

San Diego Unified School District

Attachment 3 – Sample  
SSC Meeting Minutes

**Future Middle School**  
SSC Meeting  
October 12, 2016

**MEMBERS PRESENT:**

- |  |  |   |  |
|--|--|---|--|
| <input checked="" type="checkbox"/> Jane Doe       | Principal (ex officio)                         | <input checked="" type="checkbox"/> Sally Chen        | <input checked="" type="checkbox"/> Quorum was met |
| <input checked="" type="checkbox"/> John Alford    | Classroom Teacher (2nd yr.)                    | <input checked="" type="checkbox"/> Sally Dearest     | Parent/DAC Rep (2 <sup>nd</sup> yr.)               |
| <input checked="" type="checkbox"/> John Deer      | Classroom Teacher (1st yr.)                    | <input checked="" type="checkbox"/> Patricia District | Parent (1st yr.)                                   |
| <input checked="" type="checkbox"/> Harriet Nguyen | Classroom Teacher (2 <sup>nd</sup> yr.)        | <input type="checkbox"/> Cynthia Smith                | Parent (1 <sup>st</sup> yr.)                       |
| <input checked="" type="checkbox"/> Sam Potter     | Other – school personnel (1 <sup>st</sup> yr.) | <input checked="" type="checkbox"/> John Ortega       | Community Member (2 <sup>nd</sup> yr.)             |

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

ITEM	DESCRIPTION/ACTIONS	MEETING SUMMARY
1. Call to Order	<ul style="list-style-type: none"> <li>Sally Chen: SSC Chairperson</li> </ul>	<p>Meeting was called to order at 3:35 p.m.</p>
2. SSC Business <ul style="list-style-type: none"> <li>➢ Approval of Minutes</li> <li>➢ Election Results and Introduction of New SSC members</li> </ul>	<ul style="list-style-type: none"> <li>Action Item: Approval of minutes for September 14, 2016; Sally Dearest, SSC Chairperson.</li> <li>Informational: Jane Doe, Principal</li> </ul>	<ul style="list-style-type: none"> <li>Minutes from September 14, 2016 were reviewed. Approval of the minutes moved by Dearest, seconded by Deer. Motion passed.</li> <li>SSC elections were held in September. The one classroom Teacher opening was held at the first staff meeting by the teachers. John Deer was elected unanimously by his peers. Welcome John. At the same staff meeting non classroom staff also voted for the “other” position. Sam Potter was elected unanimously by his peers. Welcome Sam.</li> </ul> <p>The nominations for parents were held the first two weeks in September with the ballots distributed and collected by September 24 for the three SSC parent openings. 323 ballots were returned to elect our newest parent members. Welcome Sally Dearest, Patricia District and Cynthia Smith to our committee.</p>
3. Data Review <ul style="list-style-type: none"> <li>➢ Assessment Data Results</li> </ul>	<ul style="list-style-type: none"> <li>Informational: Jane Doe, Principal</li> </ul>	<ul style="list-style-type: none"> <li>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).</li> </ul>

ITEM	DESCRIPTION/ACTIONS	MEETING SUMMARY
4. Data Review ➤ Assessment Data Results	<ul style="list-style-type: none"> <li>• Informational: Jane Doe, Principal</li> </ul>	<ul style="list-style-type: none"> <li>• 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).</li> </ul>
5. SPSA ➤ Monitoring the SPSA  ➤ Review 2016-16 Goals	<ul style="list-style-type: none"> <li>• Informational: John Deer, Classroom Teacher member</li> <li>• Action Item: Jane Doe, Principal</li> </ul>	<ul style="list-style-type: none"> <li>• Harriet Nguyem 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.</li> <li>• After reviewing student data, the SSC discussed increasing the Math SMART goal by 5 percentage points since we have already met targets. Sam Potter moved to approve the new SPSA goals for 2016-16. Moved by Dearest. Motion seconded by Patricia District. Motion passed 9-0.</li> </ul>
6. Budget ➤ Monitoring the SPSA	<ul style="list-style-type: none"> <li>• Informational: Jane Doe, Principal</li> </ul>	<ul style="list-style-type: none"> <li>• Jane Doe distributed to the committee a copy of the Budget Overview for the site that was run this afternoon prior to the meeting. She confirmed with her budget analyst that all salary transfers will be completed by the end of November. Any extra salary for the push in teacher purchased with resource 30100 will be watched if we are able to use these funds if they become available.</li> </ul>
7. DAC and ELAC ➤ DAC Report  ➤ ELAC Report	<ul style="list-style-type: none"> <li>• Informational: Sally Chen, DAC Representative</li> <li>• Informational: Melinda Deer, ELAC Chairperson</li> </ul>	<ul style="list-style-type: none"> <li>• DAC: Sally Chen reported the DAC meeting from September 2016 meeting.</li> <li>• DELAC: Melinda Deer shared information from the September 2016 meeting.</li> </ul>
8. Public Comment	Open	There was no public comment.

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