



School Site Council (SSC)

Agenda/Minutes

TITLE I AND NON-TITLE I SCHOOLS

Requirements and District Practices that need to be documented on SSC agenda and minutes with member signatures

Principal initial/date when item is completed	Timeline to Plan, schedule and include in Agenda/Minutes	Requirements and District Practices
	April/May or Sept./Oct.	SSC Selection/Election (Requirement)
	After the SSC election (by October)	SSC Professional Development and Training -Roles and Responsibilities for representatives elected (Requirement)
	After the SSC election (by October)	SSC Meeting Calendar for the school year (District Practice)
	August-October	SSC plan and develop Single Plan for Student Achievement (SPSA) including ELAC and other advisory committees (Requirement)
	August-January	SSC annually review and revise the plan and proposed expenditure of funds (Requirement)
	September-November	SSC is informed of the Title I School's Annual Meeting to the Parents
	September-November	SSC develops Bylaws (District Practice)
	Sept./Oct. or May/June	SSC provides assistance with the development of the school level Parent Involvement Plan (PIP) and School Parent Compact (Requirement)
	October	SSC approves the SPSA , sign and date Recommendation and Assurance Page (Requirement)
	December-February	SSC approves School Accountability Report Card (SARC) (Requirement)
	December to May	SSC monitor the implementation of SPSA (Requirement)
	January-February	Mid-Year Evaluation of the effectiveness of the Single Plan for Student Achievement (SPSA) (District Practice)
	June-August	End of Year Evaluation of the effectiveness of the Single Plan for Student Achievement (SPSA) (Requirement)
	At scheduled meetings	SSC Review Student Achievement Data (Requirement)
	At scheduled meetings	SSC seek advisory from ELAC – at site with 21 or more ELs, and other site advisory and special committees (Requirement)
	At scheduled meetings	SSC provides advisory and feedback on expenditures using Local Control Funding Formula (LCFF) (District Practice)
	Determined by School Safety Office	SSC coordinates with the Safety Committee on the Safe School Plan (District Practice)



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School Name: Charles Peck Elementary **School Year:** 2020-2021

Principal: Mary Cardoso

SSC Chair: TBD

Meeting Date: December 9, 2020	Meeting Location: Zoom Meeting Platform
Starting Time: 3:30 p.m.	Ending Time: 4:30 p.m.

Participants: Elected SSC Council Members. All staff, parents and members of the public invited.
Submit sign-in sheet with the completed meeting minutes/notes.

Item/Time Limit	Actions Requested	Person Responsible
1. Call to Order	Chair calls meeting to order	Chair
Comments/Parent Advice The meeting was called to order at 3:33 p.m.		
2. Roll Call	Secretary takes roll – establish quorum	Secretary
Comments/Parent Advice Roll was taken and 8 of 10 members were present, establishing a quorum.		
3. Additions/Changes to Agenda	N/A	Chair
Comments/Parent Advice No additions or changes to the agenda were noted		
4. Reading and Approval of Minutes	Motion to approve minutes	Secretary
Comments/Parent Advice Alison Jones motioned to approve the minutes, Shelley Littlefield seconded the motion, and it was approved by all members present.		
5. Reports of Officers/Committees Recommendations from DELAC (_min.)	Report from ELAC Rep, Principal	Chair
Comments/Parent Advice An ELAC meeting was held on December 6 but no one attended the meeting. Another meeting is scheduled and Ms. Cardoso will provide an update.		
6. Public Comment	*Not Applicable	Chair
Comments/Parent Advice No Public Comments to report		



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***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.**

7. Unfinished Business	N/A	Principal
Comments/Parent Advice No unfinished business to report		
8. New Business	Expenditure Updates SARC Safety Plan Site Funded Positions	Chair/Principal
<p style="text-align: center;">Comments/Parent Advice</p> <p>Ms. Cardoso shared reviewed expenditures approved through the SPSA process. Here are examples of some of those items:</p> <ul style="list-style-type: none"> • Discussed the purchase of earbuds for students to help with audio issues on Chromebooks. • Also purchased Bins for School work during remote learning • Paperwork for IA Positions have been submitted but are on hold. MC will keep pushing. This will cause budget savings since we are not having to pay a person during this time and we budgeted a whole year. • There has been a request for take home readers. • MC states she would like to spend this year's funds on these students, so we're looking for ways. <p>Ms. Cardoso shared the SARC with the team and explained that most of the information is provided by the district, however, she did update data, the mission statement, and safety information. She also shared that nearly 98% of students qualify for free or reduced lunch (new numbers indicate 96%) and that number is used to determine how much we receive in Title 1 funding. Kirsten Marshall motioned to approve the SARC, it was seconded by Denise Armstrong, and passed unanimously by the members present.</p> <p>In addition, Ms. Cardoso shared the Comprehensive School Safety Plan with the team. Due to the pandemic, a public meeting couldn't be held in person. Ms. Cardoso stated that the SSC was a public meeting so it was substituted for that and was advertised on the school website and the public was invited to join the Zoom meeting (link provided). The CSSP is a public document and will be available for viewing once it is approved by our district safety team. Here are the areas that were updated:</p> <ul style="list-style-type: none"> • Areas that were updated: <ul style="list-style-type: none"> ○ Data Assessment <ul style="list-style-type: none"> ▪ At home suspensions down ▪ Both Parents and Students said the school was safe ▪ Positive culture - 87% of students, 92% parents ○ Drills 		



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- Bullying Prevention
- Added section for Covid-19
- AJ asked if “Catapult” needed to be added to the safety plan
 - MC stated this will be added to tactical plan

Ms. Cardoso shared information regarding site funded positions. Our next steps include stakeholder discussion regarding what we will fund next year based on data and needs. We fund positions, not people. Currently the district funds the ELD position (LCFF) and the Intervention Teacher position (Title 1). Our hope is that we will receive funding amounts soon. The cost of current positions are as follows: Counselor - \$62,000, Campus Rep - \$33,000, IA - \$40,000-\$50,000. The staff will provide the SSC with prioritized suggestions and will need a quorum to approve those expenditures for next year.

9. Adjournment	Chair adjourns meeting	Chair
Comments/Parent Advice		
The meeting was adjourned at 4:25 p.m.		

Prepared By: Kirstent Marshal & Mary Cardoso (signature)_____

Date: January 20, 2021

Attach sign-in sheet

Send completed Agenda/Minutes and sign-in sheet to the Office of Student Learning Assistance

Questions: gwyn.dillanger@sanjuan.edu