



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: October 28, 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		
<ul style="list-style-type: none"> Meeting called to order at 3:33Pm by Gail Dunham 		
2. Roll Call	Secretary takes roll – establish quorum	Secretary
Comments/Parent Advice		
The secretary called the roll and 6 of 10 member were present, establishing a quorum.		
3. Additions/Changes to Agenda	N/A	Chair
Comments/Parent Advice		
No additions or revisions to the agenda were made		
4. Reading and Approval of Minutes	Motion to approve minutes	Secretary
Comments/Parent Advice		
<ul style="list-style-type: none"> Gail Dunham reviewed the minutes from last month's meeting as contained on the agenda/minutes all in attendance received. Callan Franklin - Motioned to approve Alison Jones - second Passed unanimously 		
5. Reports of Officers/Committees Recommendations from DELAC (_min.)	Report from ELAC Rep, Principal	Chair



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Comments/Parent Advice		
<ul style="list-style-type: none"> ● Mary Cardoso provided an ELAC report update from the meeting that occurred since last SSC meeting. ● Reviewed its role in the SPSA ● Provided the summary of feedback that was received from ELAC parents as to what they thought was important this year. ● This was mainly in line with what all parents wanted. <ul style="list-style-type: none"> ○ 33% Safety ○ 62% - Intervention ○ 33% Primary Language Support ○ 32% Materials ● Noted that these students are not making as good a progress with a distance learning model as they do in normal classroom settings. ● Most important to this group would be adding an intervention program and hiring a DA for class in their primary language. ● There will be an additional ELAC meeting before next SSC and MC will provide update 		
6. Public Comment	*Not Applicable	Chair
Comments/Parent Advice		
<ul style="list-style-type: none"> ● Tom Nelson thanked the board for the opportunity to attend. 		

***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	SPSA 2020/21 Set Future Meetings	Chair/Principal
Comments/Parent Advice		
<ul style="list-style-type: none"> ● Final Review of the SPSA ● Information for SPSA based on iReady data which is new, but variable because of the current learning model. The rest is based on pre-pandemic numbers ● Mary Cardoso reviewed the parent survey information received. <ul style="list-style-type: none"> ○ Only 6 parents provided feedback 		



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- o Engaging academic programs seemed to be the most important to parents
- o Tutoring topped the list of programs voted on.
- o Books (home and school) and Instructional Assistant were #2
- o Technology & ELAC were #3
- Each section was reviewed in detail. Items most important to parents were:
 - o Family Engagement Resources/Parent Education
 - o Family Events
 - o STEAM/Field Trips
 - o Goal Setting
 - o Counselor / PBIS / Campus Rep
- Update since last meeting
 - o Did move funds for Sami Circuit since the existing bucket can no longer be used for that purpose due to new rules. Still using, but moved to a different area.
 - o Everything else is the same.
 - o Corrections are outlined in the Google Folder Document
 - o Full explanation on SPSA is in Google Drive for reference
 - o Once approved by the board the plan will be posted onsite and online.
 - o Adjustments can be made as the year progresses; it is a working document.
 - o Question from Alison Jones on if we are unable to hire someone for a position can, we redistribute funds to materials. Mary Cardoso confirmed that is allowable and will be discussed by the group if needed.
 - o Alison Jones inquired as to if an IA would be allowed to work with students remotely. Mary Cardoso stated that this will need to be reviewed to see what conditions can be put in place to have them work via Zoom. Currently there are some restrictions when the staff member doesn't have a roster. Working to get permission for breakout rooms, etc.
 - o Gail Dunham mentioned that the flexibility is important and needed at this time, as we decide what method of learning we will be using.
 - o Mary Cardoso noted that a mid-year review is performed to go over what was changed and why. It does get approved by the board and data will be submitted to this year.
 - o Gail Dunham - asked for approval of the SPSA
 - Shelley Littlefield – motioned to approve the SPSA
 - Alison Jones - Second
 - Approved unanimously
- Dates discussed for upcoming meetings. They will be scheduled by Mary Cardoso and sent to the whole team after the meeting. Reviewed what will likely be discussed at each month's meeting.
- Final comments. Tom Nelson thanked the board again and mentions that the information will be taken to the District Advisory Board in order for them to make better recommendations.

9. Adjournment	Chair adjourns meeting	Chair
Comments/Parent Advice		



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Prepared By: Kirsten Marshall and Mary Cardoso

Mary Cardoso

Date: 11/2/2020

Attach sign-in sheet

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

Questions: gwyn.dillanger@sanjuan.edu