



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



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

*Principal: Mary Cardoso*

*SSC Chair: TBD*

<b>Meeting Date:</b> September 30, 2020	<b>Meeting Location:</b> Zoom Meeting Platform
<b>Starting Time:</b> 3:30 p.m.	<b>Ending Time:</b> 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
<b>Comments/Parent Advice</b>		
Ms. Cardoso called the meeting to order at 3:33 p.m.		
2. Roll Call	Secretary takes roll – establish quorum	Secretary
<b>Comments/Parent Advice</b>		
The roll was taken and 6 of 10 members were present, thereby establishing a quorum.		
3. Additions/Changes to Agenda	N/A	Chair
<b>Comments/Parent Advice</b>		
4. Reading and Approval of Minutes	Motion to approve minutes	Secretary
<b>Comments/Parent Advice</b>		
The members read the minutes. A motion was made by Kirsten Marshall to accept the minutes as written, Callan Franklin seconded that motion, the motion passed with all members present voting yes.		
5. Reports of Officers/Committees Recommendations from DELAC	Report from ELAC Rep, Principal	Chair
<b>Comments/Parent Advice</b>		
Ms. Cardoso shared that the first ELAC meeting will be held on October 6. Attendees will be asked for input regarding our SPSA Goals and Expenditures.		
6. Public Comment	*Not Applicable	Chair
<b>Comments/Parent Advice</b>		
No members of the public were in attendance.		



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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.**

<b>7. Unfinished Business</b>	<b>N/A</b>	<b>Principal</b>
<b>Comments/Parent Advice</b>		
<b>There was no unfinished business.</b>		
<b>8. New Business</b>	<b>Member Training Elect Officers Review SPSA EOY Intro SPSA 2020/21 Set Future Meetings</b>	<b>Chair/Principal</b>
<b>Comments/Parent Advice</b>		
<p><b>Ms. Cardoso led the team through training via a ppt presentation giving them the roles and responsibilities of the SSC and member elections and composition. It also covered SPSA basics. The Chair, Vice-Chair, and Secretary positions were proposed and filled in the following manner: Chair - Gail Dunham, Vice-Chair - Callan Franklin, and Secretary - Kirsten Marshal.</b></p> <p><b>Ms. Cardoso reviewed last year’s SPSA, sharing implementation levels and barriers brought on via the COVID-19 pandemic. She shared a list of materials, supplies, technology, services, and personnel expenditures that we were able to implement before we were sent home on March 13.</b></p> <p><b>She then gave an overview of the current SPSA, including the 4 LCAP goals, and possible actions/expenditures. Ms. Cardoso let the team know that Cabinet Level submissions increased from \$5,000 to \$10,000. Mrs. Jones wondered about Lexia because students still had access. Would we need to consider that purchase while they still have access. Ms. Cardoso shared that the District had provided iReady for reading and math. That data would be used to measure growth and that in order for the “program” to be effective, students would have to utilize it daily. If they only used it for testing, it would be difficult to measure growth (less reliable). Mrs. Dunham asked about technology and whether our site would have to cover the replenishment costs of the devices that students are using during Distance Learning. Ms. Cardoso shared that her belief was that those costs would be a district responsibility, but she would ask at the admin level. The team didn’t call out anything in the draft that needed to be changed. It was explained that the SPSA is written in a general and flexible way, so that adjustments could be made to meet data based needs and in light of the current state of the pandemic and how it affects instructional models, we need to be mindful of needs and spending because things are frequently changing as new information comes to us.</b></p>		



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<b>9. Adjournment</b>	<b>Chair adjourns meeting</b>	<b>Chair</b>
<p style="text-align: center;">Comments/Parent Advice</p> <p><b>Mrs. Dunham adjourned the meeting at 4:35 p.m.</b></p>		

Prepared By: Mary Cardoso (signature) *Mary Cardoso*

Date: October 1, 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](mailto:gwyn.dillanger@sanjuan.edu)