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| **Commodore Stockton Skills 2023-2024 School Site Council**  **(Fall - 1st Meeting)**  **October 16th, 2023 2:30 pm, and Library** [**https://us04web.zoom.us/j/9819191615?pwd=ckdqNkJLSDJNcGliUFh2aFJnYXBFUT09**](https://us04web.zoom.us/j/9819191615?pwd=ckdqNkJLSDJNcGliUFh2aFJnYXBFUT09)  **Meeting ID: 981 919 1615**  **Password: t7jiK2**  **Minutes** | |
| **Elected School Site Council Members** | |
| J.P. Wheeler, Principal | MJ Mina, Parent |
| Anthony Gragg, Teacher | Kim Garrigan, Parent |
| Joseph Spracher, Teacher | Ariyan Miller, Parent |
| David Zeyen, Teacher | Earlisha Gaines, Parent |
| Melissa Fisher, Other | Jennifer Edmund, Parent |
| **Guests** | |
| Art Mosqueda, Assistant Principal  Nicole Clark, Assistant Principal  Thaddeus Smith III, Parent  Monique Lomax, Parent  Jennifer Reid, Teacher | |

\* SSC Member required to meet secondary composition only and may include a student in place of a parent/community member.

\*\* Agenda Items must match the Notice of Meeting/Agenda verbatim.

\*\*\* Summary of Discussion and Actions include a brief, but concise narrative of the presentation and the highlights and questions/comments presented during the discussion.

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| **AGENDA ITEM\*\*** | **Summary of Discussion and Actions\*\*\*** |
| **1. Call to Order** | *Mr. Wheeler called the meeting to order at 2:40pm.* |
| **2. Roll Call, Establishment of Quorum, and Introductions**  (Quorum is established when at minimum 6 members are present for elementary sites and 7 members are present for secondary sites.) | *Mr. Wheeler took member attendance through roll call. The following member attendees were present:*  J.P. Wheeler, Joseph Spracher, David Zeyen, Melissa Fisher, MJ Mina, Kim Garrigan, Ariyan Miller, Earlisha Gaines  *There were 8 members present, which constituted a Quorum.*  *Anthony Gragg joined the meeting late via Zoom.* |
| **3. Public Comments** | *No comments received.* |
| 1. **Membership**    1. Confirmation of Newly Elected SSC Members    2. Review Roles and Responsibilities of SSC Members (Guide to School Site Councils   (SSC) [English/](https://www.stocktonusd.net/cms/lib/CA01902791/Centricity/Domain/176/Guide%20for%20SSC%20-%20August%202019.pdf)[Spanish](https://www.stocktonusd.net/cms/lib/CA01902791/Centricity/Domain/176/Guide%20for%20SSC%20-%20Spanish%20-%20August%202019.pdf))   * 1. Election of Officers of the SSC   2. Set SSC Meeting Schedule   3. Review and Update Bylaws | 1. *Mr. Wheeler discussed the results of the election and welcome the newly elected SSC Members. The principal asked members to introduce themselves and state their role on the School Site Council.*   *Mr. Smith discussed his preference for a digital ballot and bios to be part of our process for SSC elections. This was how the election was conducted this year and no one opposed continuing in this format moving forward.*  *Mr. Smith raised a concern regarding the absenteeism of SSC members. This had been something discussed by the SSC last year. Members agreed that this is a concern, but had differing formats for the format. Mr. Wheeler said he would write a proposal to be presented at the next meeting.*   1. *Mr. Wheeler reviewed the roles and responsibilities of the SSC. The main role of the SSC is to develop, monitor, evaluate, update and approve the School Plan.* 2. *After some discussion, the council chose to table the election of position for the members due to Mr. Gragg, last year’s Chairperson being absent, Ms. Edmund’s possible resignation from the council, and Mr. Smith’s interest in having a role on the council.* 3. *It was decided that SSC meetings will be held monthly on the 2nd Monday of the month. The public notice which includes the agenda will be posted on campus, shared on the website, and shared through Dojo and / or Blackboard within 72-hours prior to the start of the meeting.* 4. *It was decided that Mr. Wheeler would compose proposed changes to the bylaws and they would be discussed and possibly approved at the next meeting.* |
| 1. **Review and Approval of Minutes**    1. May 25, 2023 (Last SSC Meeting of 2022-23) | 1. *The minutes from the 5/25/23 meeting were reviewed and approved with no changes. Ms. Garrigan made the motion, Ms. Fisher seconded the motion, and all council members voted “aye” in a voice vote.* |

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| 1. **Title I Required Activities**   Present Title Parent Meeting   * 1. Overview of School-Level Parent & Family Engagement Policy   2. Overview of School-Parent Compact   3. Overview of UCP Annual Notice of 2022-23   4. Review and Approve School Safety/REMS Plan | 1. *Mr. Wheeler went over the School-Level Parent and Family Engagement Policy and discussed current parent involvement activities for this school year. Mr. Smith suggested adding Dads and Dudes to Section 2, and apps such as Dojo and Peachjar to Section 5. Ms. Garrigan made a motion to approve the policy, and Mr. Zeyen seconded the motion, and all council members voted “aye” in a voice vote.* 2. *The principal went over the School-Parent Compact and discussed the agreement of how parents, students and teachers will work together to make sure all our students reach or exceed grade-level standards.* 3. *Mr. Wheeler shared the Uniform Complaint Procedures (UCP) Annual Notice for 2022-2023 and discussed the process and procedures.*   *d. Ms. Clark presented our updated REMS plan and discussed required drills, Catapult EMS, and the new Hall Pass monitoring system that we are piloting for the district. Mr. Zeyen made a motion to approve, Mr. Spracher seconded the motion, and all council members voted “aye” in a voice vote.* |
| 1. **School Plan for Student Achievement (SPSA)**     1. Overview of current SPSA    2. CSI Sites - Review your CSI Expenditure Completion    3. ELSB Sites – Review your ELSB Annual Report | *Mr. Wheeler presented an overview of the 2023-2024 SPSA, which was approved by the Board of Education on 6/20/23.* |
| 1. **Progress Monitoring of each Strategy/Activity/Task** | 1. *In summary, the academic goals that were very aggressive and unmet last year were made more attainable. A focus on the admin team being in classroom more often and a deeper commitment to the PLC process were discussed.*   *School climate goals were adjusted from simply focusing on attendance and suspension. Strategies to improve the chronic absentee rate were discussed. The addition of School Climate data using 5 key indicators that we will track throughout the year were discussed. Many members weighed in on*  *The parent involvement goals regarding Coffee Hours and volunteers were discussed.* |
| 1. **Local Control Accountability Plan** | *No New Information* |
| 1. **Announcements/Reports**    * DELAC    * ELAC | *First ELAC meeting was held before the break and parents are ready to*  *Parking lot striping was completed and plans to stripe the front of the school to assist with dismissal was discussed.* |
| 1. **Adjournment** | *Motion to adjourn the meeting by Mr. Zeyen, seconded by Mr. Smith, passed unanimously with “aye” in a voice vote. Mr. Wheeler adjourned the meeting at 3:40.* |

**Directions to Complete the Template:**

**Insert School Name:** Replace the yellow highlighted phrase <Insert School Name> with your school name.

**Date, Time:** Replace the yellow highlighted phrase with the actual date of the meeting and with the actual time of the meeting.

**Location (Link, Meeting ID, Password):** Replace the yellow highlighted phrase with the exact physical location and room number the meeting will be held in. Meetings being held virtually must include the meeting ID and password and/or full link.

**Elected School Site Council Members:** Replace the yellow highlighted phrase with the SSC member’s name, title of member position being held (i.e., teacher, other staff, parent, student), council role (i.e. Chairperson, Vice-Chairperson, etc.)

**Guest:** Insert the name and title of guest (i.e., staff, parent, student, community member, etc.). If there were no guests, either leave blank or replace yellow highlighted phrase with No guests.

# AGENDA ITEM:

# \*\*\*\*DO NOT REMOVE NUMBERED TOPIC HEADINGS\*\*\*\*

1. **Call to Order:** Record the time meeting started.
2. **Roll Call, Establishment of Quorum, and Introductions:** Record members names who are present and the total number of members. To meet quorum, an elementary (K-8) must have at minimum 6 members present and a secondary (High School – regardless of size) must have at minimum 7 members present. For additional information on SSC composition and quorum, please refer to the Guide to School Site Councils (SSC) (<https://www.stocktonusd.net/Page/2675>).
3. **Public Comments:** Record public comments made – no special discussion is necessary. Provide commenter the opportunity to present comments at the time of the agenda item if desired. Comments must only be associated with agenda items per Greene Act.
4. **Membership:** Review sample sentences and edit based on the actual conversation/discussions/actions. *Please remember, that if the discussion or action is not in the minutes, it appears it did not happen.*
5. **Review and Approval of Minutes:** Review the sample sentences and record the discussion and changes, if any. Record the motion, who seconded, and the voting results. Please remember, that if the discussion or action is not in the minutes, it appears it did not happen.
6. **Title I Required Activities:** Review the sample sentences and record the discussion, comments, and actions, if any. Record the motion, who seconded, and the voting results. Please remember, that if the discussion or action is not in the minutes, it appears it did not happen.
7. **School Plan for Student Achievement (SPSA):** Review the sample sentences and record the discussion, comments, and actions, if any. Record the motion, who seconded, and the voting results*. Please remember, that if the discussion or action is not in the minutes, it appears it did not happen.*
8. **Progress Monitoring of each Strategy/Activity/Task:** Review the sample sentences and record the discussion, comments, and actions, if any. *Please remember, that if the discussion or action is not in the minutes, it appears it did not happen.*
9. **Local Control Accountability Plan:** Review the sample sentences and record the discussion, comments, and actions, if any. *Please remember, that if the discussion or action is not in the minutes, it appears it did not happen.*
10. **Announcements/Reports:** Review the sample sentences and record the discussion, comments, and actions, if any. *Please remember, that if the discussion or action is not in the minutes, it appears it did not happen.*
11. **Adjournment:** Record the time the meeting ended, the motion, who seconded, and the voting results.

# QUESTIONS/SUPPORT:

State and Federal staff are available to answer questions and review Meeting Notice and Agenda and Minutes to ensure they meet the requirements to avoid delays and additional meeting actions. Contact: Maylyn Paculba – [mpaculba@stocktonusd.net](mailto:mpaculba@stocktonusd.net)