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| <Insert School Name>  2023-2024 School Site Council  (Spring - 1st Meeting)  Date, Time, and Location (Zoom Meeting: <Insert link>)  **Meeting ID: <Insert Meeting ID>**  **Password: <Insert Password>**  Minutes | |
|  | |
| Elected School Site Council Members | |
| Name, Principal, Council Role | Name, Parent/Community Member, Council Role |
| Name, Other Staff, Council Role | Name, Parent/Community Member, Council Role |
| Name, Teacher, Council Role | Name, Parent/Community Member, Council Role |
| Name, Teacher, Council Role | Name, Parent/Community Member/Student, Council Role |
| Name, Teacher, Council Role | Name, Parent/Community Member/Student, Council Role |
| Name, Teacher\*, Council Role | Name, Parent/Community Member/Student\*, Council Role |
| Guests | |
| List Guest Name, Title | |

\* 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 | *The Chairperson called the meeting to order at \_\_\_.* |
| 1. Roll Call, Establishment of Quorum, and Introduction   (Quorum is established when at minimum 6 members are present for elementary sites and 7 members are present for secondary sites.) | *The Chairperson took member attendance through roll call. The following member attendees were present: (insert members present)*  *There were \_\_ members present, which constituted a Quorum.* |
| 1. Public Comments | *List comments made. If no comments, indicate “No comments received.”* |
| 1. Membership  * Insert related topic(s), if applicable. Otherwise replace with “None”. | *Summarize the discussion. If none, indicate “None”.* |
| 1. Review and Approval of Minutes  * Date of Meeting | *The minutes from the \_\_\_\_ meeting were reviewed and approved with no changes. Mr. \_\_\_ made the motion, Mrs. \_\_\_ seconded the motion, and all council members voted “aye” in a voice vote.* |
| 1. Title I Required Activities  * Insert related topic(s), if applicable. Otherwise replace with “None”. | *Summarize the discussion. If none, indicate “None”.* |
| 1. School Plan for Student Achievement (SPSA)  * Update Comprehensive Needs Assessment with Root Cause Analysis. | *The principal shared the status of the comprehensive needs assessment. (Be specific with the data being shared, accomplishments, barriers, etc.)* |
| 1. Progress Monitoring of each Strategy/Activity/Task  * Review the Winter i-Ready data and state/local data | *The principal shared the Winter i-Ready results... (Be specific with the data being shared, accomplishments, barriers, etc.)* |
| 1. Local Control Accountability Plan 2. Insert related topic(s), if applicable. Otherwise replace with “None”. | *Summarize the discussion. If none, indicate “No new information”.* |
| 1. Announcements/Reports  * DELAC * ELAC * List Announcement or Report | *Described the announcements/reports.* |
| 1. Adjournment | *The Chairperson adjourned the meeting at \_\_\_\_.* |

**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.

1. **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>).
2. **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.
3. **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.*
4. **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.*
5. **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.*
6. **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.*
7. **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.*
8. **Local Control Accountability Plan:**  Review the sample sentences and record the discussions, 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. **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.*
10. **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)