|  |  |
| --- | --- |
| **<Insert School Name> 2024-2025 School Site Council**  **(Fall - 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.

|  |  |
| --- | --- |
| **AGENDA ITEM\*\*** | **Summary of Discussion and Actions\*\*\*** |
| **1. Call to Order** | *The Chairperson called the meeting to order at .* |
| **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.) | *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.* |
| **3. Public Comments** | *List comments made. If no comments, indicate “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. *The Chairperson 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.* 2. *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.* 3. *The council elected the following positions from the members: Name, Chairperson; Name, Vice-Chairperson; Name, Secretary. All positions were elected by voice vote unanimously. The Secretary noted the officers on the official roster. Insert the motion, second and voting results.* 4. *SSC meetings will be held monthly on \_\_\_\_\_\_. The public notice which includes the agenda will be posted/shared within 72-hours prior to the start of the meeting.* 5. *The council reviewed the Bylaws and decided that no amendments were needed for this school year OR list the amendments were needed for this year. Insert the motion, second and voting results if amendments were made.* |
| 1. **Review and Approval of Minutes**    1. Date of Meeting (Last SSC Meeting of 2023-24) | 1. *The minutes from the meeting were reviewed and approved with no changes. \_ made the motion,*   *\_ \_\_\_seconded the motion, and all council members voted “aye” in a voice vote.* |

|  |  |
| --- | --- |
| 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 2024-25   4. Review and Approve Comprehensive School Safety Plan | 1. *The principal went over the School-Level Parent and Family Engagement Policy and discussed current parent involvement activities for this school year.* 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. *The principal shared the Uniform Complaint Procedures (UCP) Annual Notice for 2024-2025 and discussed the process and procedures.* 4. *The principal provided an overview of the School Safety Plan.*   *Summarize the discussion and actions.*  *Input was received…*  *Proposed corrections or adjustments are… [insert corrections].*  *Proposed revisions are… [insert revisions].*  *\_\_\_ made the motion, \_\_\_ 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 | *The principal provided an overview of the 20XX-20XX SPSA, which was approved by the Board of Education on (insert date).*   1. *In summary… [insert the summary of the plan, school goals, and strategies].* 2. *SPSA strategies with CSI expenditures were evaluated for level of implementation and effectives. Budget expenditure reports referenced for completion of planned purchases/expenses compared to outstanding CSI balances.* 3. *Overview of findings in ELSB Annual report presented and implications for the current year Literacy Action Plan discussed.* |
| 1. **Progress Monitoring of each Strategy/Activity/Task**    1. Insert related topic(s), if applicable. Otherwise   replace with “None”. | *Summarize the discussion and recommendations. If none, indicate “No new information”.* |
| 1. **Local Control Accountability Plan**    1. 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.
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)