

**School Site Council (SSC)  
C.E. Utt School**

**Minutes for SSC Meeting #1  
09/24/2019**

**SSC Attendance for this meeting included:**

- 4   SSC parents/guardians or community members
- 5   School Staff
- 1   Principals

**A quorum must be present in order to conduct business. A quorum of the committee members:**

- x   Has been met.
- Has not been met.

**Before submitting, please confirm:**

- x   Meeting sign-in sheet for this meeting is attached.
- Documents distributed at the meeting are attached.

**Legal Requirements** (Check topics to be covered at *this* meeting):

Topic/Action			Schoolwide Title I Schools	Non-Title I Schools
<b>X</b>	1	SSC Officer Elections	X	X
<b>X</b>	2	SSC Committee Training	X	X
<b>X</b>	3	Greene Act (Review)	X	X
<b>X</b>	4	TUSD Parent Involvement Policy (CE-01)	X	X
<b>X</b>	5	TUSD Uniform Complaint Procedures	X	X
<b>X</b>	6	TUSD Annual Notice Rights and Responsibilities	X	X
	7	SSC Bylaws	X	X
	8	Parent Education/Involvement Opportunities	X	X
	9	Review and provide input on LCAP and LEA Plan Goals	X	X
	10	Review WASC Report and integrate in SPSA Goals (High Schools)	X	X
	11	Comprehensive Safe Schools Plan	X	X
<b>X</b>	<b>12</b>	<b>Title I School Parent Involvement Policy (CE-02)</b>	<b>X</b>	
<b>X</b>	<b>13</b>	<b>Title I Home/School Compact (CE-02)</b>	<b>X</b>	
	<b>14</b>	<b>Annual Title I Site-based Parent Survey</b>	<b>X</b>	
<b>X</b>	<b>15</b>	<b>Annual Title I Parent Meeting organization</b>	<b>X</b>	
<b>SPSA Development</b>				
<b>X</b>	16	SPSA Comprehensive assessment and analysis of data	X	X
	17	SPSA Goals Development	X	X
	18	SPSA Budget Development	X	X
	19	SPSA Approval	X	X
	20	Recommend SPSA for Board of Education approval	X	X
<b>X</b>	21	SPSA Annual Evaluation – Evaluation of improvement activities	X	X
	<b>22</b>	<b>School-based Coordinated Program – Annual decision</b>	<b>X</b>	

I. Welcome and Introductions

*The following members attended Meeting #1: Sarah Whittenberg, Kevin Harker, Michelle To, Clarisa Torres, Tess Karol, Patty Lee, Aide Razo, Heather Bojorquez, & Heidi Munoz*

II. Call to Order at 2:48 pm

- A. Approval of Minutes (*check one and fill in the blanks*)<sup>1<sup>st</sup></sup> Meeting of the year

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\_ The minutes were approved by \_\_\_\_\_ and seconded by \_\_\_\_\_ as read.

\_ The minutes were approved by \_\_\_\_\_ and seconded by \_\_\_\_\_ as corrected.

B. Approval of Proposed Agenda (*check one and fill in the blanks*)

\_ The agenda was approved by Aide Limon \_\_\_\_\_ and seconded by Kevin Harker.

\_ The agenda was approved by \_\_\_\_\_ and seconded by \_\_\_\_\_ after the following agenda item(s) were added by \_\_\_\_\_.

III. Committee Reports

A. DELAC Report – Aide Limon was introduced as our school DELAC Representative. She shared that the first meeting was an introductory meeting. She also share that parent concerns regarding how to improve the language barrier between teachers and Spanish speaking parents.

B. -

C. -

IV. Legal Requirements

A. SSC Committee Training

Mrs. Bojorquez reviewed the training via slide presentation.

B. TUSD Parent Involvement Policy (Review)

Copy of the Parent Rights and Responsibility handbook were given to each person in attendance along with a review view slide presentation.

C. TUSD Annual Notice Rights and Responsibilities (Discuss)

Reviewed and Discussed by Heather Bojorquez

D. Uniform Complaint Procedures (Review and discuss)

Reviewed and discussed by Heather Bojorquez

E. Greene Act (Review)

Reviewed by Heather Bojorquez

F. Election of Officers

Chairperson, Patty Lee  
Vice Chairperson, Heidi Munoz  
Secretary, Clarisa Torres  
Parliamentarian, Sarah Wittenberg

G. Annual Title I Parent Meeting Planning

Review of meeting morning meeting had a good turnout. The evening meeting unfortunately did not have people in attendance.

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H. Title I Parent Policy and Home/School Compact

Reviewed and discussed

I. Single Plan for Student Achievement (SPSA) – Annual Evaluation, Current Budget Allocations, including carryover

Reviewed and discussed.

J. SPSA – Comprehensive assessment and analysis of data

Tabled for Meeting #2

V. Unfinished Business

A.

B.

C.

D.

E.

VI. New Business

A.

B.

C.

D.

E.

IX. Adjournment

*A motion to adjourn the meeting was made by Sarah Wittenberg and seconded by Heidi Munoz. Meeting was adjourned at 4:00 a.m/p.m.*

**Materials provided to SSC members (attached):**

- List of SSC members (can be printed from the School Plan)
- Information about purpose of SSC and the roles and responsibilities of members (*Committee Training* PowerPoint presentation slides)
- SSC Bylaws (information only; to be revised at the third SSC meeting of the year)
- Greene Act
- TUSD Uniform Complaint Procedures – Policy, Regulations, and Forms
- TUSD Parent Involvement Policy
- TUSD Annual Notices Rights and Responsibilities

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- Title I Parent Policy and Home/School Compact
- SPSA Annual Evaluation
- Current Budget Summary Reports for All Categorical Funds
- Meeting Dates for the Year