

San Diego Unified School District
 Bay Park Elementary School
 September 8, 2014

School Site Council and Site Governance Team Minutes

Members Present			
Staff		Parents/Community Members	
x	Leslie Barnes, Principal		Moira Allbritton, Parent and DAC Rep
x	Maria Rodriguez, Support Staff		Rachel Matteson, Parent
	VACANCY, Teacher, SDEA rep		Steven Rosenstein, Parent
	VACANCY, Teacher		VACANCY, Parent
x	Regina Serbin, Teacher	x	Clint Williams, Parent

SSC Business Covered At This Meeting			
	Parent Involvement Policy, Home School Compact	SPSA:	
	Consolidated Programs Overview		SPSA Goal Review
	SSC Bylaws		SPSA Target Progress
	DAC, ELAC and/or SAC Merger		Modifications to SPSA goals, strategies, funding
	Uniform Complaint Procedures	Budget:	
	Attendance		Funding Updates (District Information)
	Parent Education Opportunities		Modifications to Categorical Funding based on Target Updates
Data Review:		DAC & ELAC:	
	API and/or AYP Data		ELAC Program Report
	CST Data		DAC Report
	Quarterly Target Data Review		Training

Agenda Item	Time	Description/Action	Notes
School Site Council (SSC)			
1. Call to Order	5 min.	<ul style="list-style-type: none"> Review Minutes and make corrections/additions as needed 	<ul style="list-style-type: none"> Also in attendance, Tish Williams and Curtis Doermer, teachers as well as a parent, Jeff Brown. Handout: May 2014 Minutes – Distributed, no corrections, changes or additions
2. Membership and Elections for 2014-15	5 min.	<ul style="list-style-type: none"> Determine vacancies Determine a Co-chair Determine a secretary to take minutes 	<ul style="list-style-type: none"> Handout: Membership Roster and SSC Recruitment Letter – Discussed Staff and Parent/Community vacancies. Leslie has emailed Rachel Matteson to see if she is going to continue with SSC but she has not yet heard back from her. If she does not wish to continue, we will increase our vacancies for the upcoming election appropriately. Mr. Williams asked if Steven Rosenstein was going to continue. Leslie said that as far as she knew he was going to continue but she would send an email to him to double check. Leslie also shared that Moira Allbritton is going to continue serving on SSC this year. Mr. Williams expressed concerns regarding having all parent/community members in attendance for all meetings. Parents/Community Nominations are due Friday. Ballots to be sent home next Monday. Ballots due Friday, Sept. 19, 2014. Staff Ballots went out today and are due Thursday morning. Both Tish Williams and Curtis Doermer have volunteered to serve on SSC but they have to be elected by the teaching staff at Bay Park before they are official. Meetings for this year are on Mondays at 4:00 (change of start time from last year). During our next meeting we will check with all of the SSC members to see if we it is okay to switch the time back to 3:45.
3. SSC Member's Responsibilities	5 min.	<ul style="list-style-type: none"> Review SSC Responsibilities and Discuss training 	<ul style="list-style-type: none"> Handout: SSC Legal Responsibilities and Best Practices 2014-15 (training opportunity), distributed

4. 2013-14 Budget	10 min.	opportunities • View end of the year 2013-14 resource adjustments/alignment	<ul style="list-style-type: none"> • Handout: SSC: Elections (training opportunity), distributed • Next meeting when we have all of our new members we will review the responsibilities of SSC members in more detail.
5. 2014-15 Budget	10 min.	• Review 2014-15 Budget Overview	<ul style="list-style-type: none"> • Handout: Budget Transaction Detail Report, distributed. The minutes from our last meeting contained information regarding our end of the 2013-14 school year budget realignment to balance our resources (budgets). • Handout: 2014-15 Approved Budget Grid, distributed. This was the budget that SSC approved last February for the 2014-15 school year. No changes have been made.

SGT/SSC/ELAC

1. DAC Report	10 min.	<ul style="list-style-type: none"> • Report from last DAC meeting, Moira Allbritton • Determine DAC representative for 2014-15 	<ul style="list-style-type: none"> • Handout: DAC 2014-15 Meetings, distributed. Morira Allbritton is currently our DAC rep. During our next meeting we will ask her if she would like to continue being Bay Park's representative.
2. Membership for 2014-15	10 min.	<ul style="list-style-type: none"> • Review Vacancies for 2014-15 	<ul style="list-style-type: none"> • See above
3. Public Comment	10 min.		<ul style="list-style-type: none"> • No community members came forward.

Site Governance Team (SGT)

1. SDEA Information/Issues/Concerns/Updates	10 min.	<ul style="list-style-type: none"> • Curtis Doerner 	<ul style="list-style-type: none"> • No information/concerns shared.
2. Membership and Elections	2 min.	<ul style="list-style-type: none"> • Update on Staff Elections 	<ul style="list-style-type: none"> • See above.
3. Staffing Vacancies	5 min.	<ul style="list-style-type: none"> • Update staffing for 2014-15 staffing vacancies and hiring process 	<ul style="list-style-type: none"> • Over the summer we conducted interviews and hired Tish Williams who is teaching first grade and Shannon Craig who is teaching a 4/5 combination class. Last year Melanie Schwab and Karla Kourajian had a job share, Melanie is back full time and since we gained a teacher due to increased enrollment and the lower class size in TK-3rd grade, Karla was able to stay and has a new job share partner, Jenny Selleck. They are teaching first grade. Right before school began we had one teacher who resigned from the district and another teacher who changed schools. Those two positions were filled with Katie Sperco who did her student teaching here at Bay Park and then took a long-term substitute position in the TK classroom last year. The other vacancy was filled by Caitlyn Gordon who did her student teaching at Bay Park and then served as our ELD teacher and testing coordinator.

Future Topics

SSC Topics:

Budget update
Information/binders will be distributed to new SSC members.
Determine a chair for SSC
Determine a DAC representative for Bay Park

Governance Topics:

Next Meeting: October 6, 2014 at 4:00 in the conference room

