

San Diego Unified School District  
 Bay Park Elementary School  
 November 3, 2014

## School Site Council and Site Governance Team Minutes

Members Present			
Staff		Parents/Community Members	
x	Leslie Barnes, Principal	x	Moira Allbritton, Parent and DAC Rep
x	Maria Rodriguez, Support Staff	x	Emily Auer, Parent
x	Curtis Doerner, Teacher, SDEA rep	x	Jeff Brown, Parent
	Tish Williams, Teacher	x	Melanie Rocks, Parent
	Regina Serbin, Teacher	x	Clint Williams, Parent

SSC Business Covered At This Meeting			
x	Title I Parent Involvement Policy, Home School Compact	<b>SPSA:</b>	
	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	<b>Budget:</b>	
	Attendance		Funding Updates (District Information)
	Parent Education Opportunities		Modifications to Categorical Funding based on Target Updates
<b>Data Review:</b>		<b>DAC &amp; ELAC:</b>	
x	API and/or AYP Data		ELAC Program Report
x	Other Data	x	DAC Report
	Quarterly Target Data Review	x	Training

Agenda Item	Time	Description/Action	Notes
<b>School Site Council (SSC)</b>			
1. Call to Order	2 min.	<ul style="list-style-type: none"> <li>Welcome and Review Minutes and make corrections/additions as needed</li> </ul>	<ul style="list-style-type: none"> <li>Handout: October 2014 Minutes – distributed, no changes or additions made.</li> </ul>
2. Membership Rosters for 2014-15	1 min.	<ul style="list-style-type: none"> <li>Informational item</li> </ul>	<ul style="list-style-type: none"> <li>Handout: Completed 2014-15 Membership Roster – distributed.</li> </ul>
3. Parent Involvement Policy	5 min.	<ul style="list-style-type: none"> <li>Review/revise and approve Parent Involvement Policy and Home School Compact for 2014-15</li> </ul>	<ul style="list-style-type: none"> <li>Handouts: Draft 2014-15 Parent Involvement Policy and 2014-15 Draft Home School Compact – distributed. Each discussed and the following changes were made:</li> <li>(1) <b>Home School Compact:</b> added "...enables ALL participating children..." and changed California State Standards to Common Core State Standards to number 1. In number 4 added "at least 24 hours in advance" after "...schedule and appointment." Discussed before the motion was passed was the number of days for parent teacher conferences. Clint would like only one week of parent teacher conferences since wording only requires one a year. He felt that since during the spring time he was asked if he "wanted to meet" by his daughter's teacher they were not mandatory. Mr. Doerner responded that the two conference weeks were probably a contractual issue. Moira responded that as a working mother she is not on campus as often and these are the only days that she really gets to come in person to talk with the teacher. Mrs. Barnes responded with a brief explanation of why conferences are important to keep open lines of communication between parents and teachers.</li> </ul>

4. Student Performance Data Review and Funding a Part Time ELD Teacher	25 min.	<ul style="list-style-type: none"> <li>Review Data Reports</li> <li>Identify Subgroup(s) in need of additional support</li> <li>Determine if we are going to co-fund a part time ELD teacher</li> </ul>	<p>Additional revision to the Parent Handbook to Community Handbook - added “to all new families and is posted on our school’s website <a href="http://www.sandi.net/baypark">www.sandi.net/baypark</a>” to the last sentence. Under Parent Responsibilities changed “television” to screen-time in the fifth bullet and fixed the grammatical errors. Melanie motioned to approve the Home School Compact with the changes listed above. Maria seconded. All in favor. Motion approved.</p> <ul style="list-style-type: none"> <li>(2) <b>Parent Involvement Policy:</b> Fixed grammatical errors in the first bullet. Added <i>Bay Park Press</i> and <i>Stingray Splash</i> to the third bullet as well as changed Connect Ed to School Messenger. To the fourth bullet after “...During parent meetings” we added “such as Principal Coffees, SSC meetings, etc.” Jeff motion to approve changes, Curtis seconded all in favor. Motion approved.</li> <li>Handout: 2012-13 Student Performance Data Summary (copy was emailed) - distributed</li> <li>Handout: 2009-2013 CST ELA and Math Performance Data (copy was emailed) - distributed</li> <li>Handout: 2012-13 CST Summary Sheet, page 1, School Wide Data (copy was emailed) - distributed</li> <li>Handout: 2012-13 Literacy Benchmark Assessment Data (copy was emailed) - distributed</li> <li>Handout: 2012-13 Mathematics Benchmark Assessment Data (copy was emailed) - distributed</li> <li>Handout: 2012-13 Accountability Progress Reporting (APR), School Report, 2013 Growth - discussed</li> <li>Handout: Academic Performance Index (API) Report, 3 – Year Average API Report Torlakson – will distribute at next meeting</li> <li>Handout: Changes In Academic Accountability Reporting, letter from Tom Torlakson – will distribute at next meeting</li> <li>Handout: Budget Status Summary Report – We forgot to print this report. Maria will email it to members tomorrow. Maria will email to members.</li> </ul>
5. Budget	2 min.	<ul style="list-style-type: none"> <li>Informational item</li> </ul>	<p>We discussed the handouts above together to determine if we were going to fund a part time ELD teacher and if so, if we are going to use the remaining funds to pay for a staff member to provide extra support to students in need in the area of behavior, playground and other aspects of social behavior. Data analysis revealed that our two lowest performing subgroups are our English Learners and our Economically Disadvantaged students. Discussion regarding funding a part time ELD teacher: The PTA has agreed to fund \$5,000 which is half the cost. Because the Foundation is semi-dark this year and not doing fundraising, they agreed to fund \$2500. Moira motioned to use part of the monies last year’s SSC allocated in resources 2454 (Guidance Assist. Hourly) to fund the remaining \$2500. Jeff seconded the motion. Motion passed. Moira motioned to use the remainder of the monies in resource 2454 to fund a staff member to provide student support. The motion had no second. Discussion continued. We discussed other ways to support students with these monies. After discussion Moira motioned to fund a staff member to work hourly three days a week three hours per day to support students in need of additional support in the areas of behavior and social needs. Jeff seconded the motion. Motion passed. At our next meeting SSC members will set goal(s) and determine data to collect to monitor the effectiveness of funding this position. Jeff brought the idea forward to bring other ideas to the table to support academic endeavors/student supports for the 2015-16 school year so that we will have more ideas when developing our budget for the next year. To better their understanding of the Bay Park Foundation, the team requested a description or someone from the Foundation to talk about the purpose and role of the Bay Park Foundation.</p>
6. Bylaws	10 min.	<ul style="list-style-type: none"> <li>Review SSC Bylaws, Articles I and II, Revise as needed</li> </ul>	<p>Due to lack of time, the Bylaw review process was tabled until our next meeting.</p> <ul style="list-style-type: none"> <li>Handout: Bay Park’s SSC Bylaws (copy was emailed home)</li> <li>Handout: Sample Bylaws (from the district), (copy was emailed home)</li> </ul>

## SGT/SSC/ELAC

1. DAC Report	10 min.	<ul style="list-style-type: none"> <li>Report from last DAC meeting, Moira Allbritton</li> </ul>	<ul style="list-style-type: none"> <li>Moira presented her DAC report. Included letting the team know that the Ballard Parent Center in Old Town offers training opportunities. Training topics and dates can be found on the district website.</li> </ul>
2. Public Comment	10 min.		<ul style="list-style-type: none"> <li>No community members came forward.</li> </ul>

## Site Governance Team (SGT)

1. SDEA Information/Issues/ Concerns/Updates	10 min.	<ul style="list-style-type: none"> <li>• Curtis Doerner</li> </ul>	<ul style="list-style-type: none"> <li>• No issues brought forward.</li> </ul>
2. School Safety Committee	2 min.	<ul style="list-style-type: none"> <li>• Membership Recruitment</li> </ul>	<ul style="list-style-type: none"> <li>• Leslie shared that we need a parent to chair this committee next year - the current parent chair's daughter is promoting to middle school. Leslie asked for members to talk with Bay Park community members to help recruit.</li> </ul>

## Future Topics

### SSC Topics:

- Budget update
- SSC Bylaws review/revision
- Role of the Bay Park Foundation
- Distribute copy of the updated "SSC Agenda Item Request" form
- Determine goal and type of data to collect to analyze the effectiveness of the student support position
- Discuss student support mechanisms that we could possible put in place for the 2015-16 school year

### Governance Topics:

**Next Meeting:** January 5, 2014 at 4:00 in the conference room (no meeting in December)