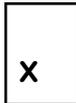




DOWNEY UNIFIED SCHOOL DISTRICT

Minutes of SSC



Meeting Date: September 26,2022

MEMBERS PRESENT: Belia Andalon, Kayla Cannon, Erika Malady, Claudia Romo, Angelita Zaragoza, Neil Gonzalez, Felicia Henley, Esther Jeong, Tracy Malick-Perez, Jocelyn Villasana, Jayson Quimby, Dr. Connie Quintero, Jessica Worthy

(Check **Agenda Items** covered at this meeting and reflected in minutes)

SSC RESPONSIBILITIES			
	School Plan Development - Data Analysis & Needs Assessment Discussion		Parent Involvement Policy - Discussion on Development and Distribution - Approval
	School Plan Development - School Goals & Improvement Activities Discussion		School Parent Compact - Discussion on Development and Distribution - Approval
	School Plan - Title 1 Evaluation Discussion	X	Title 1 Program Discussion & Decision Making
	School Plan - Budget Discussion (Title 1/Title 1 Parent Involvement)		School & Parent Programs
	School Plan - Approval		Academic Standards & Assessment
X	Title 1 Requirements - Program for ELA and Math academic achievement (i.e. Intervention)	X	Training and SSC member selection process
	Uniform Complaint Procedures	X	School Safety Plan Approval

1) Welcome and Introductions

- a) Mrs. Worthy calls the meeting to order at 3:01pm.
- b) Mrs. Worthy: Introduces the idea of parity between school staff and community members and welcomes new members and members of council returning for their second term of service.
- c) Introductions of members in attendance:

Parents and Community Members

Belia Andalon
Kayla Cannon
Erika Malady
Claudia Romo
Angelita Zaragoza

Teachers and Staff

Neil Gonzalez
Felicia Henley
Esther Jeong
Tracy Malick-Perez
Jocelyn Villasana
Jayson Quimby**
Dr. Connie Quintero**
Jessica Worthy**

2) Approval of Minutes

- a) n/a

3) Old Business

- a) n/a

4) New Business

a) Role of the School Site Council (SSC)

- i) Mrs. Worthy explains that the regulations around Title 1 first originated in 1965 and that as part of Title 1, School Site Council is empowered to:
 - (1) Analyze the instructional program
 - (2) Provide input and recommendations for expenditures
 - (3) Review and approve Title 1 budget
 - (4) Review and discuss the School Plan for Student Achievement (SPSA)
 - (5) Open communication with Sussman stakeholders

b) Review Roberts Rules

- i) When voting on topics we will use Roberts Rules. There are four key phrases that may be helpful to have written down.
 - (1) "I move that..."

- (a) Example: "I move to adopt the 2022-2023 Sussman Middle School Bylaws"
 - (2) "Second"
 - (3) "I move to amend the motion by"
 - (a) This can be used when wording needs to be changed.
 - (4) "I move to adjourn"
- ii) Vote on Venue for 2022-2023 School Site Council meetings: Do we want to stay virtual through Zoom? Or do we want to meet in person?
 - (1) Due to the fact that meetings are currently being held online, I will rephrase this question as "Do we want to move our meetings to be in-person?".
 - (2) "I Neil Gonzalez, move that we open up discussion on whether or not to make our SSC meetings in person.
 - (3) "I Erika Malady, second"
 - (4) Discussion (1 minute):
 - (a) Angie Zaragoza: This allows for people at work to continue to participate.
 - (b) Kayla Cannon: We like meeting in person better but for this time slot, being on zoom is ideal.
 - (c) Mrs. Worthy suggested that we might have a meeting later in the year that is in person and everyone can attend.
 - (5) "I Neil Gonzalez, move that we vote on whether or not to make our meetings in person".
 - (6) "I Felicia Henley, second"
 - (7) Mrs. Worthy: All in favor of making our meetings in person say "aye".
 - (a) 2
 - (8) "All opposed to making the meeting in person say "no"
 - (a) 6
 - (9) "All abstaining from voting"
 - (a) 0
 - (b) "The nays have it and the motion fails." SSC Meetings will continue to be held through Zoom.

c) 2021-2022 Bylaws for SMS SSC – review, discuss terms, approve (if needed)

- i) Mrs. Worthy invites members to open the bylaws document that was emailed to them and explains that we can review, discuss, and approve changes at this meeting but will need to adopt updated bylaws at the next meeting.
 - (1) Are there any proposed changes? No
- ii) Mrs. Worthy asks if there is a motion to adopt the 2022-2023 Bylaws for SMS SSC.
- iii) “I, Neil Gonzalez, move to adopt the 2022-2023 Bylaws for SMS SSC.”
- iv) “I, Jocelyn Villasana second.”
- v) Mrs. Worthy calls for a vote: The ayes have it, the motion carries, and the Sussman 2022-2023 Bylaws are adopted.

d) The Greene Act – Education Code 35147(c)

- i) Mrs. Worthy briefly reviews the way that the Greene Act ensures that meetings are public and transparent.

e) Elections

i) Chair

- (1) Mrs. Worthy calls for nominations and volunteers.
- (2) “I, Kayla Cannon, nominate Neil Gonzalez for SSC Chair.”
- (3) “I, Felicia Henley, second.”
- (4) Neil Gonzalez accepts.
- (5) By unanimous vote, Neil Gonzalez is elected our School Site Council Chair for the 2022-2023 school year.

ii) Vice-Chair

- (1) Mrs. Worthy calls for nominations and volunteers.
- (2) “I, Jocelyn Villasana, nominate Angie Zaragoza for SSC Vice Chair.”
- (3) “I, Belia Andalon, second.”
- (4) Angie Zaragoza accepts.
- (5) By unanimous vote, Angie Zaragoza is elected our School Site Council Vice-Chair for the 2022-2023 school year.

iii) Secretary

- (1) Mrs. Worthy calls for nominations and volunteers.
- (2) “I, Neil Gonzalez, nominates Jocelyn Villasana.”
- (3) “I, Esther Jeong, second.”

(4) Jocelyn Villasana accepts.

(5) By unanimous vote, Jocelyn is elected our School Site Council Secretary for the 2022-2023 school year.

f) School Safety Plan

- i) Our 2022-2023 School Safety plan highlights the steps that Sussman Middle School takes in order to keep students safe. The plan is reviewed annually to ensure it is appropriate and includes up-to-date information.
- ii) Highlighted items:
 - (1) Page 2: SSC Representation
 - (2) Page 13: School Profile and Personal Characteristics
 - (3) Page 14: School Grounds and Internal Security
 - (4) Page 17: Leadership
- iii) Mrs. Worthy asks if there is a motion to discuss Sussman’s School Safety Plan.
- iv) “I, Jocelyn Villasana, move that we open up discussion on Sussman’s School Safety Plan
- v) “I, Tracy Malick-Perez, second”
- vi) Discussion (3 minutes):
 - (1) Kayla brought up a concern that the demographics break down is written “88 % Hispanic, 5 % Black, 5 % Caucasian and 2 % other” on page 13. The students in the “other” category may feel marginalized.
 - (a) Mrs. Worthy asked Dr. Quintero to speak to this and Quintero notified the team that what we write under Personal Characteristics is determined by CALPads
- vii) Mrs. Worthy asks if there is a motion to adopt the Sussman School Safety Plan.
- viii) “I, Neil Gonzalez, move that we vote on whether or not to approve the Sussman School Safety Plan ”.
- ix) “I, Kayla Cannon, second”
- x) Mrs. Worthy: All in favor of adopting the 2022-2023 Sussman School Safety Plan say “aye”
 - (1) 10
- xi) “All opposed to making the meeting in person say “no”
 - (1) 0
- xii) “All abstaining from voting”
 - (1) 0

- xiii) “The ayes have it, the motion carries, and the Sussman 2022-2023 School Safety Plan has been adopted.

5) Opportunity for Public Comments

- a) Nothing Submitted for Public Comment.

6) Schedule of SSC Meetings

- a) November 14th
b) March 13th
c) April 24th

7) Future Agenda Items

- a) Review School Plan for Student Achievement (SPSA) Goals
b) LCAP Stakeholder Action Plan for Sussman Middle School
c) Approve Parent Engagement Policy
d) Approve School-Home Compact

8) Meeting Adjourned

Mrs. Worthy asks if there is a motion to adjourn the meeting.

Kayla Cannon moves to adjourn the meeting.

Neil Gonzalez seconds.

The meeting is adjourned at 3:51 pm.

Unanimous approval.

