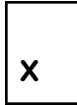




**DOWNEY UNIFIED SCHOOL DISTRICT**

Minutes of SSC



**Meeting Date: September 25,2023**

**MEMBERS PRESENT:** Aimee Hunter, Brisol Valenzuela, Susana Zavala, Evelyn Duarte, Joe Schuldt, Jocelyn Villasana, Machel Walker, Dr. Connie Quintero, Jessica Worthy

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

<b>SSC RESPONSIBILITIES</b>			
	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	<b>X</b>	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
<b>X</b>	Title 1 Requirements - Program for ELA and Math academic achievement (i.e. Intervention)	<b>X</b>	Training and SSC member selection process
	Uniform Complaint Procedures	<b>X</b>	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**

Sonya Garcia  
Aimee Hunter  
Alejandra Medina Smith  
Brisol Valenzuela  
Angelita Zaragoza  
Susana Zavala (Zoom spelled as Shoshanna DZav)

**Teachers and Staff**

Evelyn Duarte  
Felicia Henley  
Joe Schuldt  
Jocelyn Villasana  
Machelle Walker  
Dr. Connie Quintero  
Mario Salceda  
Jessica Worthy

**2) Approval of Minutes**

- a) 1st meeting today. No minutes to approve.

**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 Robert's 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 2023-2024 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, **Jocelyn Villasana**, move that we open up discussion on whether or not to make our SSC meetings in person.
  - (3) "I, Joe Schuldt, second"
  - (4) Discussion (1 minute):
    - (a) Name: Shoshanna DZav move keep meeting through Zoom, reschedule to 3:15.
    - (b) Name: Aimee Hunter moves to keep meeting on Zoom because of convenience.
  - (5) "I, **Joe Schuldt**, move that we vote on whether or not to make our meetings in person"
  - (6) "I, **Machelle Walker**, second"
  - (7) Mrs. Worthy: All in favor of making our meetings in person say "aye".
    - (a)
  - (8) "All opposed to making the meeting in person say "no"
    - (a) 6 opposed - 3 parents, 3 staff
  - (9) "I, **Shoshanna DZav**, move that we vote on whether or not to change meetings to 3:15pm"
  - (10) "I, **Dr. Connie Quintero**, second"
  - (11) Mrs. Worthy: All in favor of making our meetings at 3:15 P.M. say "aye".
    - (a)
  - (12) "All opposed to making the meeting in person say "no"
    - (a) 2 in favor, 5 opposed

(13) “All abstaining from voting”

(a)

(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**

(2) “I, **Bristol Valenzuela**, move to change the wording of the bylaws.”

ii) Mrs. Worthy asks if there is a motion to adopt the 2023-2024 Bylaws for SMS SSC.

iii) “I, **Joe Schuldt**, move to adopt the 2022-2023 Bylaws for SMS SSC.”

iv) “I, **Bristol Valenzuela** second.”

v) Mrs. Worthy calls for a vote: 6 ayes, 0 nays. **The ayes have it, the motion carries, and the Sussman 2023-2024 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, **Joe Schuldt**, nominate **Joe Schuldt** for SSC Chair.

(3) I, **Shoshanna DZav**, second.

(4) **Joe Schuldt** accepts.

(5) By **unanimous vote, Joe Schuldt** is elected our School Site Council Chair for the 2023-2024 school year.

**ii) Vice-Chair**

(1) Mrs. Worthy calls for nominations and volunteers.

(2) I, **Shoshanna DZav**, nominate **Shoshanna DZav** for SSC Vice Chair.

(3) I, **Bristol Valenzuela**, second.

- (4) Shoshanna DZav accepts.
- (5) By unanimous vote, Shoshanna DZav is elected our School Site Council Vice-Chair for the 2023-2024 school year.

**iii) Secretary**

- (1) Mrs. Worthy calls for nominations and volunteers.
- (2) I, Bristol Valenzuela, nominates Jocelyn Villasana.
- (3) I, Shoshanna DZav, second.
- (4) Jocelyn Villasana accepts.
- (5) By unanimous vote, Jocelyn Villasana is elected our School Site Council Secretary for the 2023-2024 school year.

**f) School Safety Plan**

- i) Our 2023-2024 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 table the discussion of Sussman's School Safety Plan.
- iv) "I, Shoshanna DZav, move that we table the discussion on Sussman's School Safety Plan
- v) "I, Aimee Hunter, second."
- vi) Discussion (3 minutes):
  - (1)
- vii) Mrs. Worthy asks if there is a motion to adopt the Sussman School Safety Plan.
- viii) "I, Name, move that we vote on whether or not to approve the Sussman School Safety Plan".
- ix) "I, Name, second"
- x) Mrs. Worthy: All in favor of adopting the 2023-2024 Sussman School Safety Plan say "aye"
  - (1)
- xi) "All opposed to making the meeting in person say "no"

(1)

xii) "All abstaining from voting"

(1)

xiii) "The ayes have it, the motion carries, and the Sussman 2023-2024 School Safety Plan has been adopted."

#### 5) Opportunity for Public Comments

a) Nothing Submitted for Public Comment.

#### 6) Schedule of SSC Meetings

a) December 4

b) March 11th

c) April 22nd

#### 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.

Joe Schuldt moves to adjourn the meeting.

Shoshanna Dzav seconds.

The meeting is adjourned at 3:54 pm.

Unanimous approval.

