



## DOWNEY UNIFIED SCHOOL DISTRICT

Minutes of SSC

X

Meeting Date: September 22, 2025

**MEMBERS PRESENT:** Adrian Anon, Jennifer Delgado, Katie Enriquez, JoAnna Fernandez, Nadia Klute, Jonathan Melgar, Michelle Toscano, Dr. Connie Quintero

(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
	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) Mr. Anon calls the meeting to order at 3:30 pm.
- b) Introductions of members in attendance. All members present are asked to answer the following prompt: In one sentence, what is your goal for our students' middle school experience?
- c) Dr. 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.
  - i) There will be 4 parents and 4 school staff members voting on items today.

## 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) Dr. Worthy explains that the regulations around Title 1 first originated in 1965 and that as part of Title 1, the 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
- ii) Dr. Worthy reminds the council of the previous year's budget and what most of our funding went towards.
  - (1) Last year's Title 1 budget was \$251,717. Below are the major areas of spending.
    - (a) Two on-site interventionists who push-in to classrooms (\$90,000)
    - (b) 21 CLC (Technology) to maintain 1:1 technology (\$50,000)
    - (c) .25 of Title 1 Coordinator Salary (\$41,177)
    - (d) Professional Dev (\$29,170)
    - (e) Lunchtime and After School Tutoring (\$18,000)
    - (f) Classroom Supplies (\$12,822)
    - (g) Site Licences (\$9,798)
    - (h) Parent Engagement (\$750)
  - (2) The Preliminary budget for the 2025-2026 school year is \$236,250.
    - (a) This will be the main focus of meeting #2.
  - (3) Mrs. Fernandez asked if the lower budget is an indication of lower enrollment or changing demographics.

- (4) Dr. Worthy stated that it may be, but that for the most part our Title 1 funds (due to increased enrollment) were stable. Our school district has done a lot over the last ten years to prepare for declining enrollment.
- (5) Dr. Quintero also noted that this is only preliminary. It may be higher when we get our updated budget in November.
- (6) Mrs. Fernandez asked if there are other funding sources.
- (7) Dr. Worthy stated that there are (LCFF) and that when we have utilized all of Title 1 we might use those additional funds. This is why we are intentional with Title 1 spending.

**b) Review Roberts Rules**

- i) When voting on topics we will use Robert's Rules. Four key phrases may be helpful to have written down.
  - (1) "I move that..."
    - (a) Example: "I move to adopt the 2025-2026 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"

**c) 2025-2026 Bylaws for SMS SSC – review, discuss terms, approve (if needed)**

- i) Dr. Worthy invites members to open the bylaws document that was given 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) Discussion: **No changes to be made. No discussion.**
- ii) Mr. Anon asks if there is a motion to adopt the 2025-2026 Bylaws for SMS SSC.
- iii) "I, **Mr. Melgar**, move to adopt the 2025-2026 Bylaws for SMS SSC."
- iv) "I, **Ms. Toscano**, second."
- v) Mr. Anon: All in favor of adopting the 2025-2026 Bylaws say "aye"
  - (1) **8** in favor
- vi) "All opposed to adopting the 2025-2026 Sussman School Safety Plan say "no"
  - (1) **0** opposed
- vii) "All abstaining from voting"
  - (1) **0** abstaining
- viii) **The ayes have it, the motion carries, and the Sussman 2025-2026 Bylaws are adopted.**

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

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

(1) Transparency

- (a) Meeting information, including the agenda must be posted 72 hours before the meeting.

(2) Public

- (a) Meetings are open to the public.

- (3) We may only conduct business that was announced on the agenda unless we vote unanimously for immediate action.

**e) Elections**

**i) Vice-Chair**

- (1) Dr. Worthy calls for nominations and volunteers.
- (2) I, **Ms. Klute**, nominate **Ms. Toscano** for SSC Vice Chair.
- (3) I, **Ms. Fernandez**, second.
- (4) **Ms. Toscano** accepts.
- (5) There are no other nominations.
- (6) Dr. Worthy: All in favor of **Mrs. Toscano** being our SSC Vice Chair say “aye”
- (a) **8** in favor
- (7) “All opposed to **Mrs. Toscano** being our SSC Vice Chair say “no”
- (a) **0** opposed
- (8) “All abstaining from voting”
- (a) **0** abstaining
- (9) By unanimous vote, **Mrs. Toscano** is elected our School Site Council Vice-Chair for the 2025-2026 school year.

**ii) Secretary**

- (1) Dr. Worthy calls for nominations and volunteers.
- (2) I, **Ms. Fernandez**, nominate **myself** for SSC Secretary.
- (3) I, **Mr. Anon**, second.
- (4) There are no other nominations.
- (5) Dr. Worthy: All in favor of **Mrs. Fernandez** being our SSC Secretary say “aye”
- (a) **8** in favor
- (6) “All opposed to **Mrs. Toscano** being our SSC Secretary say “no”

(a) 0 opposed

(7) “All abstaining from voting”

(a) 0 abstaining

(8) By unanimous vote, [Mrs. Fernandez](#) is elected our School Site Council Secretary for the 2025-2026 school year.

**f) School Safety Plan**

i) Our 2025-2026 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) Discussion (3 minutes):

(1) [SSC went through the Table of Contents so that SSC members are aware of what information is available to the public.](#)

(2) [Dr. Quintero mentioned that PTA could also review and make recommendations for safety strategies.](#)

iv) Dr. Worthy asks if there is a motion to adopt the Sussman School Safety Plan.

v) “I, [Mr. Anon](#), move that we vote on whether or not to approve the Sussman School Safety Plan ”.

vi) “I, [Mr. Melgar](#), second”

vii) Mr. Anon: All in favor of adopting the 2025-2026 Sussman School Safety Plan say “aye”

(1) 8 in favor

viii) “All opposed to adopting the 2025-2026 Sussman School Safety Plan say “no”

(1) 0 opposed

ix) “All abstaining from voting”

(1) 0 abstaining

x) “The ayes have it, the motion carries, and the Sussman 2025-2026 School Safety Plan has been adopted.

**5) Opportunity for Public Comments**

a) Mr. Anon submitted:

- i) Bill AB 495 (Family Preparedness Plan Act of 2025). Mr. Anon expressed that there may be families with concern over the Bill being passed and is interested in knowing if Downey Unified will have a plan in place for when it goes into effect.

**6) Schedule of SSC Meetings**

- a) November 10th
- b) March 2nd
- c) April 20th

**7) Future Agenda Items**

- a) Review Title 1 Survey Data
- b) Review School Plan for Student Achievement (SPSA) Goals
- c) Approve Parent Engagement Policy
- d) Approve School-Home Compact

**8) Meeting Adjourned**

Mr. Anon asks if there is a motion to adjourn the meeting.

Ms. Delgado moves to adjourn the meeting.

Ms. Enriquez seconds.

The meeting is adjourned at 4:23 pm.

Unanimous approval.

