

## Meeting Minutes



# San Elijo Middle School

School Site Council : San Elijo Middle School  
September 25th, 2023  
7:00am, Counseling Conference Room

- I. **Call to Order** at 7:05
- II. **Welcome and Introductions:**
  - Ms. Storey: Principal
  - Ms. Foster: Parent of 6th and 10th grader, district Guest Teacher, on SSC at SMHS
  - Ms. Buck: Parent of 7th grader, former middle School teacher, on SSC at SMHS, employee with iReady (Curriculum Associates).
  - Ms. McGovern: Had two students go through SEMS, on SSC at SMHS
  - Kailah Pearson: Current 8th grade student at SEMS
  - Ms. Davis: New to SSC, but has taught at SEMS for entire career, Art Teacher, Electives Department Chair
  - Ms. Dale: On SSC for two previous principals, Science Teacher
  - Ms. Herrera: On SSC last year, AVID Coordinator, Former SPED Department Chair, ELA and AVID teacher
  - Ms. Didier: SEMS TOSA, on SSC for two previous principals, former ELA, History, and AVID teacher
  - Ms. Fitterer: Parent of two ASB students, on SSC previously
  - Ms. Chou: Parent of 2 SEMS alumni, Instructional Assistant at SEMS, on SSC for several years previously
  - Absent for introductions: Liv Morley (arrived at 7:29)
- III. **New Business** began at 7:10
  - A. **SSC Overview:** Ms. Storey explained that SSC is the governing body. Admin begins the SPSA in summer, it is presented in October, and will be approved by SSC. SSC does not raise money, nor does it do hiring or firing. The SSC purpose is to develop and monitor SiPSA with oversight and approval of allocation of funding. The LCAP is a large chunk of money awarded to schools, but because we are not a Title I school, we have reduced funding. SEMS gets approximately \$72, 000. SEMS has some additional “unrestricted monies” based on attendance. AVID has its own funding. Roles for the SSC members are to attend as many meetings as possible and connect to other groups like PTO, AVID, and ELAC.
    1. **Review Robert's Rules of Order:** Ms. Storey shared the proper procedures for using RRO.
    2. **Preview School Plan for Student Achievement:** Ms. Storey explained that the SPSA is analogous to an IEP for an entire school. The first part is based on a needs assessment and survey data including Caaspp, i-Ready, MTSS Behavior Reports and CA Dashboard. There are five main

## Meeting Minutes



# San Elijo Middle School

goals in alignment with our LCAP: 1. Academics (all students, Emergent Bilinguals, Students with Disabilities, 2. School culture and climate, 3. SEL and a safe learning environment 4. Parent and community engagement, 5. Admin Team and their role to best support the school.

### **B. Election of Officers** (ACTION)

1. **Chairperson:** This member runs the meetings, however Ms. Storey will do the Agenda. Voting was conducted by email on Google Forms. *Karissa Chou* was elected as Chairperson.
2. **Vice-Chairperson:** This member runs the meetings when the Chair is not present. Voting was conducted by email on Google Forms. *Kailah Pearson* was elected as Vice Chairperson.
3. **Secretary:** This member takes notes during the meetings and sends minutes to Principal Storey for correction and approval. Voting was conducted by email on Google Forms. *Meg Didier* was elected as Secretary.

Ms. Storey moved to adopt the slate.

Liv Morely seconded.

No further discussion.

In favor: 12

Against: none.

### **C. SSC By-Laws** (ACTION)

1. **Previous By-Laws:** These were reviewed for accuracy and several changes were noted: SPSA correct definition, removal of another school's name, correction in Article II about the group membership ( 2 students, 4 teachers, 1 staff, 1 Principal, and 6 remaining parents to total 12 members), and in paragraph five language was replaced to indicate that "School Site Council shall meet regularly" . Ms. Storey added that meetings will normally be on a Monday and the Agenda will be posted on SEMS website the Friday prior. The meeting Minutes will also be placed on the SEMS website afterwards as well as the SPSA, once completed.
2. **Updated By-Laws for 2023-24:** After the changes were discussed, Ms. Storey made a motion to approve the amended By-Laws and Ms. Fitterer seconded. Ayes= 12, Nays: none.

### **IV. Public Comment**

## Meeting Minutes



# San Elijo Middle School

Parent Pick-up: Ms. Fitterer expressed an interest in having students ready to be picked up after a parent phone call. This helps parents quickly collect their children and decreases parking issues. Ms. Storey will look into the issue.

Funds Expenditure: Ms. Davis expressed an interest to understand how money was spent in prior years and how funds will be allocated this year. Ms. Storey expressed a desire to increase transparency. The SPSA will be shared to the whole staff at an upcoming meeting.

DO Meetings: Ms. Foster wondered if there would be any SSC meetings at the DO. Ms. Storey will look into it. She added that the DO is creating an Instructional Playbook to put the Portrait of Graduate ideas into a specific context. Parents may be requested for input on that work.

Absent Makeup Work Policy: Ms. Foster expressed concern over sick students who miss school right before a progress report, especially in PE. Ms. Storey will look into ways to support students who fall into this category.

Lunch Sports: Ms. McGovern expressed a desire to have more sports at lunch to keep kids physical and focused. Ms. Storey stated that we are now fully staffed for Campus Supervisors and that her desire is to keep courts open at lunch including LCAP expenditures in this area of need. Miss Pearson shared that ASB has lunch sports as a high priority. Ms. Foster suggested SEMS promote purchasing lunch games as a way to increase fundraising.

Campus Culture: Ms. Davis, Ms. Foster and Ms. Chou noted several positive changes with the new administration and a desire to keep improving the culture. Ms. Davis stated that she believes this will improve academics.

SPSA: Ms. Buck wondered what the greatest need according to the SPSA and Ms. Storey informed the group that it will be the subject of the next meeting.

### **V. Adjournment** at 7:59.

Ms. Storey moved to adjourn.

Seconded by Ms. Fitterer.

No Discussion

Ayes: 12

Nayes: none