

# SCHOOL SITE COUNCIL MEETING MINUTES



## SCHOOL SITE COUNCIL MINUTES

- Meeting minutes are the written or recorded documentation of the meeting.
- Minutes are used to inform attendees and non-attendees about what was discussed and what happened during a meeting.
- The meeting minutes are generally taken or recorded during the meeting so that participants have a record of what transpired during the meeting (taping is permitted during public meetings).



### SSC MEETING MINUTES



## DUTIES OF THE SECRETARY

- Keeps minutes of all regular and special call meetings.
- Transmits true and correct copies of the minutes of such meetings to members of the SSC.
- Provides all notices in accordance to the bylaws.
- Assists in the maintenance of SSC records.
- Maintains a current roster of SSC members.
- Participates in planning of the agenda.
- Performs other such duties as are assigned by the Chairperson of the SSC.



"Coming together is a beginning. Keeping together is progress. Working together is success."



## CAPTURING THE MINUTES

- Minutes are not a word by word transcript of the meeting.
- Capture the most important points.
- They should be concise and to the point.
- They should contain mainly a record of what was done at the meeting and include items presented and decisions made.



# AGENDA

## GREENE ACT REQUIREMENTS

1. All meetings must be open to the public and allow for public input.
2. Meeting notices and agenda must be posted at least 72 hours in advance.
3. Notice and agenda must be posted at the school site or other appropriate place accessible to the public.
4. Notice and agenda must include date, time, and location of the meeting and the items to be discussed or acted upon.
5. Action cannot be taken on items not posted on an agenda, unless a unanimous vote finds a need for immediate action.
6. The public must be provided access to all materials discussed and/or distributed at the meeting.



**SAMPLE SCHOOL MEETING AGENDA**

Los Angeles Unified School District  
 District Office: 1200 N. Main Street, Suite 100  
 Los Angeles, CA 90012  
 (213) 241-2000

Item	Chairperson	Secretary
I. Welcome/Call to Order		
II. Pledge of Allegiance		
III. Public Comment (Subject: ANNUAL MEETING)		
IV. Roll Call		
V. Minutes (Subject: Minutes of the previous meeting)		
VI. Principals' Update		
VII. Unfinished Business (Subject: Items from the previous meeting)		
VIII. Presentation(s)		
IX. New Business (Subject: Items from the previous meeting)		
X. Public Comment (Subject: Items from the previous meeting)		
XI. Adjourn		

- The meeting will follow a pre-set agenda that was planned with officers.
- Agenda must be posted 72 hours before actual meeting (emergency meetings without 72 hour notice are **not** allowed) and placed in front of the school in an area where the public can view.
- The meeting agenda must include date, time, location and agenda items including items that will have an **ACTION** taken.
- The **secretary** will take meeting notes on items as they are presented in the order that is on the agenda.



## MEETING IS CALLED TO ORDER

CALL TO ORDER

- The meeting is called to order by the Chairperson, or in absence of the Chairperson, the Vice Chairperson.
- The secretary will take note of the time the meeting was called to order.

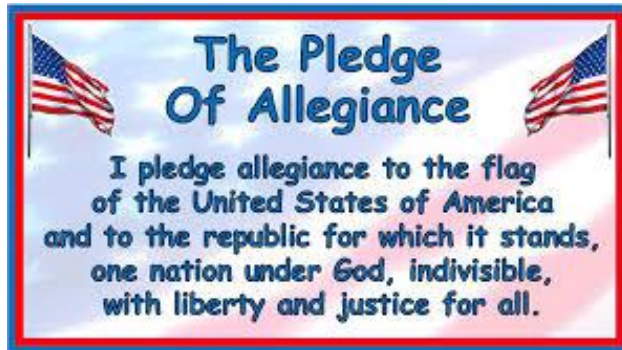


✓ **SSC and ELAC may meet for up to three hours but may extend the meeting, as needed, if members vote to choose an extension. Meetings may not be extended beyond a total of one additional hour.**



# FLAG SALUTE

- NOTE: The flag salute is conducted by one of the members. Minutes will be recorded and include the name of the member that led the flag salute.



# ROLL CALL-SECRETARY



- The secretary will take roll of members present and will duly mark those that are absent. (Have accurate membership list and attendance list).
- The secretary will inform the Chairperson if quorum was established. "**Quorum**" is 50% +1 of members present.
- Secretary must be vigilant as people enter and leave the room to ensure that quorum is either met or no longer met. For purposes of decision making, quorum must be established.

✓ Use sample templates provided



# PUBLIC COMMENTS



LOS ANGELES UNIFIED SCHOOL DISTRICT  
(Insert School Name)  
School Site Council or English Language Advisory Committee  
(Insert Location)  
(Insert Date)  
(Time)

**Public Comment**  
Comments to Public

Please complete one line below if you are interested in speaking during the Public Comment portion of the agenda.

(\*) For those complete one line below if you are interested in speaking during the Public Comment portion of the agenda.

First Name Last Name	Organization Organization	Signature Print
1.		
2.		
3.		

✓ **A recommended practice is to list public comments at the beginning of the agenda so members can hear from the public before any actions take place. \*Use template and have at sign in table (first-come, first-served basis).**

An opportunity is given for members of the public to present to the council.

The public is allowed a limit of two minutes per each speaker with a maximum of 5 speakers to address the committee.

In the minutes, indicate the number of people making public comments, or no members of the public addressed the council.



# APPROVING LAST MEETING'S MINUTES

## MINUTES (SAMPLE PROCESS)

The minutes were read aloud by (name) \_\_\_\_\_, member. or

The members were given time to read the minutes in silence.

The following changes/additions were made to the minutes, or no changes were made:

A motion to accept the minutes was made by (name) \_\_\_\_\_, member.

The motion was seconded by (name) \_\_\_\_\_, member.

The results were (number of members) in favor, (number of members) opposed and (number of members) abstentions.

The motion carried/motion failed. (select one)

✓ **Once minutes are approved, they are the official documentation of what happened during the meeting.**



# ROBERT'S RULES OF ORDER

**The motion process involves the following six steps:**

**A member makes a motion.**

**Another member seconds the motion.**

**The chairperson states the motion, formally placing it before the assembly.**

**The members debate the motion.**

**The chairperson puts the motion to vote.**

**The chairperson announces the results of the vote.**



✓ **Once minutes are approved, they are the official documentation of what happened during the meeting.**



## PRINCIPAL'S UPDATE

### Item on the Agenda:

The principal spoke about the following topics:

He/she gave a school update or shared information about the following topics:

He/she discussed the following and asked for feedback:  
Information was provided and handouts were available to the members and the members of the public.

A "question and answer" session followed.



✓ **Handouts and materials provided during meeting presentation are also kept as part of the agenda meeting documentation.**





# UNFINISHED BUSINESS

- The committee/council discussed the following unfinished business, or there was no unfinished business.
- There was a decision to refer the unfinished business to an ad hoc committee. The motion was made by (name), member, and seconded by (name), member. The results were (number of members) in favor, (number of members) opposed and (number of members) abstentions. The motion carried/motion failed.

✓ Includes any items that require membership action that are left over, or postponed, from a previous meeting (must have a motion from the previous meeting).



# PRESENTATION

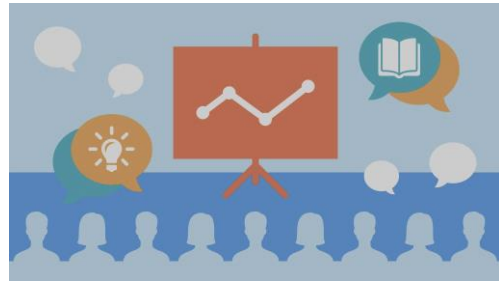
## PRESENTATION ON SINGLE PLAN FOR STUDENT ACHIEVEMENT AND RELEVANT DATA



- (Name) \_\_\_\_\_, (title) or (office), presented to the committee/council on the following topics:
- The following information is one of the legal mandates of the committee/council:
- Information was provided through a verbal report or a handout that was made available to all members and to the members of the public.
- A “question and answer” session followed the presentation.
- He/she provide the committee/council his/her contact information.



# NEW BUSINESS



## ■ WHAT DOES IT LOOK LIKE?

- (Name) \_\_\_\_\_, member, introduced new items of business to the committee/council. He/she proposed the following subject for the next meeting:
- A vote was taken on the items of business. The motion was made by (name), member, and seconded by (name), member. The results were (number of members) in favor, (number of members) opposed and (number of members) abstentions. The motion carried/motion failed.
- No action was taken on new business.



# NEW BUSINESS

# TAKING ACTION

- **New Business (Action Item if items require vote)**
- Item(s) should have been introduced/agreed to during agenda planning.
- Item(s) must contain specific details relevant to program, needs, and funding.
- The agenda items which require voting should be labeled as “*Action Items*”.
- SSC agendas must include:
  - A review of the Single Plan for Student Achievement with relevant data at each meeting
  - Items related to program and/or budget changes
  - Annual review/evaluation of Single Plan for Student Achievement





# ELAC RECOMMENDATIONS TO SSC

## SSC RESPONDS TO ELAC

### ELAC agendas must include:

- Recommendations to the SSC regarding programs and services for English learners
- Items related to the school's program for English learners, including the Single Plan for Student Achievement, language census, needs assessment, student attendance
- Review of student achievement data for English learners, including ELPAC pass rates, reclassification rates and Long Term English Learner data
- Items related to parental involvement, including parent education classes to support their children's progress in English and in overall achievement

Recommendations from ELAC (Should be submitted in writing and read to SSC members)

- ✓ ELAC agenda must include recommendations to SSC and submitted in writing
- ✓ SSC will receive recommendations and will respond in writing to ELAC within 30 days or at the next SSC meeting



## AGENDA RECOMMENDATIONS (ACTION ITEM)

- Include items of "unfinished business" supported by a motion
- Include items which are "new business" supported by a motion



# ANNOUNCEMENT AND ADJOURNMENT

## ■ ANNOUNCEMENTS

- (Name), (title), announced the following items:
- He/she gave contact information about the following event:

**IMPORTANT**  
**ANNOUNCEMENT**



## I. ADJOURNMENT

- a. A motion to adjourn the meeting was made by (name), member.
- b. The motion was seconded by (name), member.
- c. The results were (number of members) in favor, (number of members) opposed and (number of members) abstentions.
- d. The motion carried/motion failed.

The meeting was adjourned at (time).

✓ **Purpose is to end the meeting, needs a second, not amendable, not debatable, majority vote.**



# MINUTES SUBMITTED AND SIGNED

- Remember, the work of the secretary is absolutely essential, and it takes a special person to do it correctly and do it well — not because the work is difficult, but because it's so important. Dependability, organization, and the ability to refrain from editorializing are the key attributes of a successful secretary.

**ADD TO THE BOTTOM OF EVERY MINUTES DOCUMENT.**

- ✓ **These minutes were submitted by (print name), secretary, have been posted on the school and were distributed to every member.**
- ✓ **Minutes are submitted and dated by secretary.**



# THANK YOU FOR JOINING US!

## Evaluations

Los Angeles Unified School District  
 Social Studies Grade 5  
 History and Social Studies  
 National History Day Program

☐ Tuesday, October 22, 2019 ☐ Wednesday, October 23, 2019

Name (optional): \_\_\_\_\_ School Name (optional): \_\_\_\_\_

Role: ☐ Parent ☐ Community ☐ School Staff ☐ Principal ☐ Teacher ☐ Student

Which workshop did you attend?

Session 1 Title: \_\_\_\_\_

Session 2 Title: \_\_\_\_\_

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
1. The information presented at the workshop was relevant.	1	2	3	4	5
2. The information in the first session was clearly presented.	1	2	3	4	5
3. The information in my second session was clearly presented.	1	2	3	4	5
4. The information in my third session was clearly presented.	1	2	3	4	5
5. I would like to present my project at NHD.	1	2	3	4	5
6. I would like to continue to learn to become an effective member of NHD.	1	2	3	4	5

Reflection:

What did you appreciate most about today's event? \_\_\_\_\_

What information did you find most useful about today's meeting? \_\_\_\_\_

## Closing

