



School Site Council (SSC) Agenda/Minutes Template

Meeting Date: September 11, 2019	Meeting Location: PHS Library
Starting Time: 4 PM	Ending Time: 5 PM

Participants: Elected SSC Council Members. All staff, parents and members of the public invited.

Item/Time Limit	Actions Requested	Person Responsible	Comments/Parent Advice
1. Call to Order (1 minute)	None	Chair	4:01 PM
2. Roll Call (1 minute)	None	Secretary	Sign-in Sheet/Introductions
3. Additions/Changes to Agenda (_ min.)	None	Chair	
4. Reading and Approval of Minutes (_ min.)	NONE	Secretary	First meeting of the year
5. Reports of Officers/Committees (_ min.)	None	Chair	
6. Public Comment (_ min.)	*Not Applicable	Chair	

***Under the Open Meeting Law, no action related to public comment may be acted upon at the meeting. Issues raised at the meeting may be scheduled for another SSC meeting, as approved by the council. Public comment is generally limited to two minutes per person.**

7. Unfinished Business (_ min.)	None	Principal	
8. New Business (_ min.)	- Review of SSC duties - Review, revision and approval of School/student/parent Compact	Chair/Principal	
9. Adjournment (1 min.)	Bobby Rogers	Chair	4:46 PM

Prepared By: _____ **Sandra Reese** _____ **(signature)** _____

Date: _____

Legal Mandates and Recommendations**Date Accomplished:**

Sept 11	Election of SSC Council- Mandate
Sept 11 by Principal	Professional Development and Training for SSC-Roles and Responsibilities- Mandate
	Development of Bylaws- Recommended
Sept 11	Develop Meeting Calendar for 2019-2020- Mandate
	Review Student Achievement Data- Mandate
	Monitor the Implementation of the School Plan for Student Achievement- Mandate
	Coordinate with the Safety Committee to approve the <i>School Safety Plan</i> - Mandate
	Complete a Comprehensive Needs Assessment, with identification of key areas for improvement- Mandate
	Evaluate the effectiveness of the School Plan for Student Achievement- Mandate
	Coordinate with ELAC to review programs for English learners- Mandate
	For newly identified CSI schools only: Revision of the School Plan for Student Achievement/ improvement plan- Mandate
	Obtain Recommendations from other school site advisory, standing and special committees regarding the focus of the School Plan for Student Achievement-Mandate
	Develop and approve School Plan for Student Achievement, in coordination with ELAC, approval of ELAC- Mandate