

San Diego Unified School District
MIRA MESA HIGH SCHOOL
School Site Council (SSC) Meeting
Wednesday, September 30, 2020 // 3:30PM // Zoom Conference Call

Zoom Meeting Information:
Meeting ID: 810 8174 6544
Password: 164818

Dial by your location
+1 669 219 2599 US (San Jose)
+1 669 900 6833 US (San Jose)
Meeting ID: 810 8174 6544

Find your local number: <https://sandiegounified.zoom.us/j/81081746544>

SCHOOL SITE COUNCIL AGENDA

ITEM	PRESENTER(S)	HANDOUT (Digital)	ACTION
1. Call to Order	• Amanda Courtney, CP	N/A	
2. Public Comment	• Open	N/A	• Informational
3. MMHS Info Update	• Amanda Courtney, CP • Jeff Sabins, Principal	One Pager	• Informational
4. SSC Roster Updates	• Amanda Courtney, CP	Roster	• Informational
5. Review By-Laws	• Amanda Courtney, CP	By-Laws	• Voting Item
6. July Minutes	• Amanda Courtney, CP	July Minutes	• Voting Item
7. Uniform Complaint Procedure	• Amanda Courtney, CP	LINK	• Informational
8. Family Engagement Policy	• Amanda Courtney, CP	Engagement Policy	• Voting Item
9. School Parent Compact	• Amanda Courtney, CP	SPC	• Voting Item
10. 2020-2021 SPSA	• Amanda Courtney, CP • Jeff Sabins, Principal	N/A	• Voting Item
11. DAC Report	• Amanda Courtney, CP	DAC Report	• Informational
12. Officer Elections	• Amanda Courtney, CP		• Voting

Next Meeting: Wednesday, October 14, 2020

Info Update

- Open House: Tonight, 9/30 @ 6PM
 - o Teachers are to provide individual ZOOM codes for classroom visits via email and via the Online Learning Portals.
- Website Update
 - o Bookmark our new link: <https://miramesa.sandiegounified.org>
 - o Update is complete and we are quite pleased with how it turned out.
 - We will continue to update and add new information as it becomes available.
- Free/Reduced Meals Application window currently OPEN
 - o In order to keep our Title I status, and funding, we need 100% participation from our families
 - o Important Facts: Eligibility also provides fee waivers for some tests and some college application fees. Site funding provides additional teaching staff, which allows for smaller class sizes; site funding also allows teachers to attend professional development opportunities and enables us to purchase supplemental supplies and teaching materials – which support all MMHS students.
 - Application available online: <https://www.myschoolapps.com/Application>

SSC Member Roster

19-20 Exiting Members:

THANK YOU for serving MMHS as a member of the SSC!

Chris Everett, Secretary // Classroom Teacher

Brian Krause // Classroom Teacher

Courtenay Pearson // Classroom Teacher

Christopher Thibodeaux // Parent/Guardian

Cassandra Bui // Student

Vivian Orozco // Student

20-21 Membership Roster

(Officer Elections to take place at end of meeting)

Principal: Jeff Sabins

Classroom Teachers: Michelle Garcia, Jennifer Kvalvik, Phil Lomax, Caleb Moore

Other Staff: Amanda Courtney, 19-20 Chair

Community Member: Debbie Raynor

Parent/Guardians: Gina Welsh, 19-20 Vice Chair, Shelli Stinson

Students: Noah Alexander, Jordan del Rio, Vy Le

MIRA MESA HIGH SCHOOL
School Site Council (SSC)
2019-2020 Proposed By-laws

Updated 11/13/2019 2:46 PM

**Article I:
Duties of the School Site Council**

The school site council of Mira Mesa High School, hereinafter referred to as the council, shall carry out the following duties:

- Review and direct Mira Mesa High's Categorical Budget along with a view of the total budget. This may take the form of the Local Control Funding Formula (LCFF).
- Develop and approve a site achievement plan in either format: Single Plan for Student Achievement (SPSA) or Local Control Achievement Plan (LCAP) and related categorical expenditures in accordance with all state and federal laws and district regulations.
- Recommend site achievement plan in either format: Single Plan for Student Achievement (SPSA) or Local Control Achievement Plan (LCAP) and categorical expenditures to the SDUSD Board of Education for approval.
- Recommend to the SDUSD Board of Education changes to categorical funds.
- Provide ongoing review of the implementation of site achievement plan in either format: Single Plan for Student Achievement (SPSA) or Local Control Achievement Plan (LCAP) with data provided by the school.
- Approve modifications to the site achievement plan in either format: Single Plan for Student Achievement (SPSA) or Local Control Achievement Plan (LCAP) whenever the need arises
- Submit the modified site achievement plan in either format: Single Plan for Student Achievement (SPSA) or Local Control Achievement Plan (LCAP) for district approval whenever a material change (as defined in district governing board policy) is made in planned activities or related expenditures.
- Regularly, review the progress made on school and WASC goals to raise the academic achievement of all students.
- May serve as the MMHS English Learner Advisory Committee.
- May provide a representative to the District English Learner Advisory Committee (DELAC), unless there is an independent school ELAC which sends a representative to DELAC meetings.
- Provide a representative to the District Advisory Committee (DAC)
- Carry out all other duties assigned to the council by the SDUSD Board of Education and by California state law.

Article II Members

Section A: Composition

The council shall be composed of a minimum of 12 members, selected by their peers, as follows:

- *The Principal*
- *Classroom teachers*
- *Other school staff member*
- *Parents or community staff members (25%)*
- *Students (25%)*

Council members chosen to represent parents may be employees of the school district so long as they are not employed at this school. The principal or a designee shall attend all SSC meetings; however, only the principal may vote on actions. Parents and Community members make up 25% of the membership. Students make up 25 % of the membership. The principal, teachers, and other staff make up 50% of the membership.

Section B: Term of Office

Council members shall be elected for 2-year terms.-At the first regular meeting of the council, each member's current term of office shall be recorded in the minutes of the meeting. A service year begins in October and extends through September the following calendar year.

Section C: Voting Rights

Each member of the council is entitled to one vote and may cast that vote on any matter submitted to a vote of the council.

Section D: Termination of Membership

The council may, by an affirmative vote of two-thirds of all its members, suspend or expel a member.

Any elected member may terminate his or her membership by submitting a written letter of resignation to the council chairperson.

Section E: Transfer of Membership

Membership on the council may not be assigned or transferred.

Section F: Vacancy

Any vacancy on the council occurring during the term of a duly elected member shall be filled by an appointment affirmed by two thirds of the council for the period of time until the next regular election.

Article III Elections

Section A: Election of Council Members

- The Principal is a standing member of the council.
- Nominations and elections will be conducted by phone, e-mail, in person, and by mail to the designated school staff person.
- Election results are reported in the minutes, which are kept in the SSC binder.
- Nominees receiving the greatest number of votes shall be appointed as members.
- Staff Elections:
 - Certificated staff elections will be held before the first SSC meeting in October. The certificated membership will be elected into positions for two years. Nominations and elections are conducted by the certificated staff.
 - Other staff elections will be held before the first SSC meeting in October. The other membership will be elected into positions for two years. Nominations and elections are conducted by the classified and non-teaching certificated staff.
- Parent Elections:
 - Nominations for parent representatives will commence as the early as the last Wednesday of August and conclude one week prior to Open House. Parents will be notified by phone call out and e-mail that nominations for SSC are open. Parents may nominate themselves or another parent by calling or e-mailing the school.
 - Voting will by ballot delivered either in person, by e-mail, or regular mail. Voting opens at Open House. Voting closes two days later.
- Student Elections:
 - Student elections will be held before the first SSC meeting in October. Student members may continue to serve throughout their enrollment at Mira Mesa High School. Nominations and elections will be conducted by the Associated Student Body.

Article IV Officers

Section A: Officers

The officers of the council shall be a chairperson, co-chairperson, and other officers the council may deem desirable.

The chairperson shall:

- Preside at all meetings of the council.
- Prepare and post the agenda.
- Collaborate with the principal to develop agendas and reviewing minutes prior to posting.
- Provide that minutes of all regular and special meetings of the council are kept, sent to all members, and posted on the school website and public bulletin board.
- Transmit true and correct copies of the minutes of such meetings to members of the council
- Provide all notices in accordance with these bylaws.
- Be custodian of the records of the council
- Provide that a register of the names, addresses, and telephone numbers of each member of the council, the chairpersons of school advisory committees, and others with whom the council has regular dealings, as furnished by those persons, be maintained.
- Sign all letters, reports, and other communications of the council.
- Perform all duties incident to the office of the chairperson.
- Have other such duties as are prescribed by the council.
- Provide that all records of the council are kept and available for public view.

The Vice-chairperson shall:

- Represent the chairperson in assigned duties.
- Substitute for the chairperson in his/her absence.
- Perform other such duties as are assigned by the chairperson or the council.

The secretary shall:

- Keep minutes of all regular and special meetings of the council.
- Transmit true and correct copies of the minutes to chairperson.
- Provide all notices in accordance with these bylaws.
- Perform other such duties as assigned by the chairman or the council.

Section B: Election and Terms of Office

The officers shall be elected annually, at the first meeting of the council, and shall serve for one year, or until each successor has been elected.

Section C: Removal of Officers

Any officer may be removed from their office by a two-thirds vote of all the members.

Section D: Vacancy

A vacancy in any office shall be filled at the earliest opportunity by a special election of the council, for the remaining portion of the term of office.

Article V Committees

Section A: Sub-committees

The council may establish and abolish sub-committees of their own membership to perform duties as shall be prescribed by the council. At least one member representing teachers and one member representing parents shall make up the sub-committee. No sub-committee may exercise the authority of the council.

Section B: Other Standing and Special Committees

The council may establish and abolish standing or special committees with such composition and to perform such duties as shall be prescribed by the council. No such committee may exercise the authority of the council.

Section C: Terms of Office

The council shall determine the terms of office for members of a committee.

Section D: Rules

Each committee may adopt rules for its own government not inconsistent with these bylaws or rules adopted by the council, or policies of the district governing board.

Section E: Quorum

A majority (51% or greater) of the members of the committee shall constitute a quorum, unless otherwise determined by the council. The act of a majority of the members present shall be the act of the committee, provided a quorum is present.

Article VI

Meetings of the Council

Section A: Meetings

Ordinarily, the council shall meet on the 2nd Wednesday of a school month. The council will hold a minimum of 8 meetings, with the first meeting held in October. Special meetings of the council may be called by the chairperson or by a majority vote of the council.

Section B: Place of Meetings

The council shall hold its regular meetings at a facility provided by the school, unless such a facility that is accessible to the public, including handicapped persons, is unavailable. Alternate meeting places may be determined by the chairperson or by majority vote of the council.

Section C: Notice of Meetings

Written public notice shall be given of all meetings at least 72 hours in advance of the meeting. Changes in the established date, time or location shall be given special notice. All meetings shall be publicized in the following venues: e-mail to members, bulletin board, and school website.

All required notices shall be delivered to council and committee members no less than 72 hours, and no more than 7 days in advance of the meeting, either in person, by mail, or by e-mail..

Section D: Quorum

The act of the majority of the members present shall be the act of the council, provided a quorum is in attendance, and no decision may otherwise be attributed to the council. A majority of the members of the council (51% or greater) shall constitute a quorum. No actions may be taken unless a quorum has been established.

Section E: Conduct of Meetings

Meetings of the council shall be conducted in accordance with the rules of order established by California Education Code Section 35147 (c) and with *Robert's Rules of Order* or an adaptation thereof approved by the council.

Section F: Meetings Open to the Public

All meetings of the council, and of committees established by the council, shall be open to the public.

Notice of such meetings shall be provided in accordance with Section C of this article. Only members, and invited guests shall participate in council discussions.

Article VII
Amendments

An amendment of these bylaws may be made at any regular meeting of the council by a vote of two-thirds of the members present. Written notice of the proposed amendment must be submitted to council members at least 14 days prior to the meeting at which the amendment is to be considered for adoption.

By-laws approved

Chair MMHS SSC

Date

Jeff Sabins, Principal

Date

MIRA MESA HIGH SCHOOL

School Site Council

MINUTES

1. CALL TO ORDER

Chairperson Amanda Courtney called the meeting to order on Zoom on July 9, 2020 at 12:33 PM. Chris Everett is unable to join us so Amanda will also act as secretary for this meeting.

Staff	Teachers/Staff	Parent/Community	Student
<i>PRESENT</i>	Amanda Courtney (CP)	Christopher Thibodeaux	Noah Alexander
	Brian Krause		Vivian Orozco
	Jeff Sabins		
	Jennifer Kvalvik		
	Courtenay Pearson		
<i>ABSENT</i>	Chris Everett	Debbie Raynor	Cassandra Bui
		Gina Welsh	
<i>GUEST</i>			

2. **Public Comment-** none from members, Zoom meeting is open to public, the meeting details are posted on the school website
3. **Title I Expense Transfer (Transfer TO Title I)**
 - a. **30100 – Title I**
 - i. Expenses were charged to LCFE 09800 but should have been charged to Title I 30100
 - a. \$12,168.42 in supplies and \$2,452 in Paper
 - ii. **Motion** – Thibodeaux, Second – Pearson, Motion Passed – All in Favor
4. **Title I Expense Transfer (Transfer FROM Title I)**
 - a. **30106 – Title I Supplemental**
 - i. Supplies for VAPA cannot be purchased with Title I funds and must be moved to a different resource.
 - a. \$2,710.59 to M6 00077
 - b. \$978.41 to Discretionary 00000
 - ii. **Motion** – Thibodeaux, Second – Kvalvik, Motion Passed – All in Favor
5. **Title I Budget Transfer**
 - a. **30106 – Title I Supplemental**
 - i. \$12,169 from 4491 to 4301
 - ii. \$2,716 from 4491 to 5733
 - iii. **Motion** – Krause, Second – Pearson, Motion Passed – All in Favor
6. **Realignment of funds in 30100 and 30106 to fund .8 of an English Teacher**

- a. Approximate cost, based on district average will be \$106,000. Actual cost will be less and money can then be realigned back to supplies or to another account as deemed appropriate by SSC.
 - i. Motion – Kvalvik, Second – Thibodeaux, Motion Passed – All in Favor
- 7. ADJOURNMENT**
Meeting adjourned at 12:46 PM

Respectfully Submitted,

Amanda Courtney, Acting Secretary

Amanda Courtney, Chairperson

Date

San Diego Unified School District
MIRA MESA HIGH SCHOOL
PARENT INVOLVEMENT POLICY 2019-2020

Updated May 2019

In the fall, an annual meeting will be held to share with parents a description of the Title I program and its requirements.

- **Mira Mesa High School** has developed a written parental involvement policy with input from Title I parents during monthly Site Governance Team, SSC meetings and biannual Principal Chats.

The policy is distributed to all parents through the Student Parent Handbook on the MMHS website. Each year, when parents/guardians register students, they sign that they have reviewed the handbook. The policy describes the means for carrying out the following parental involvement opportunities.

The policy describes the means for carrying out the following Title I parental involvement requirements [20 USC 6318 Section 1118(a)-(f) inclusive].

Involvement of Parents in the Program:

To include parents in the Title I program at *Mira Mesa High School*, the following practices have been established:

- The school convenes annual meetings to inform parents of Title I students about their rights to be involved in school programs: Freshman and New Student Orientation, Fall Open House, and 8th grade Open House.
- The school offers a flexible number of meetings for Title I parents, such as meetings in the morning and evening: Principal Chat with the Principal once each semester, annual evening grade level meetings to review diploma requirements, and post-secondary options/financial support.
- The school involves parents of Title I students in an organized, ongoing, and timely way, in the planning, review, and improvement of the school's programs and parental involvement policy. Time is set aside each year at the governance, SSC, and Foundation meetings for parents to review and give suggestions regarding programs and parent involvement policy.
- The school provides parents of Title I students with timely information about programs in the following ways: The MASK (a weekly published parent newsletter), messages posted on the electronic marquee, school messenger, and school website which includes an activities calendar.

- The school provides parents of Title I students with an explanation of the curriculum used at the school, assessments used to measure student progress, and proficiency levels students are expected to meet: Parents can access college planning through *Naviance*, student performance through *PowerSchool*, assessment techniques and expected proficiencies through syllabi on school website. Additional information can be found in the Student-Parent Handbook and on the MMHS Website.
- If requested by parents of Title I students, the school provides opportunities for parents to participate in decisions relating to the education of their child through meetings with the student's counselor or Vice Principal. Parents of students receiving special education services can participate in such decisions at IEP meetings.
- If the schoolwide program is not satisfactory to the parents of participating children, the school submits any parent comments on the plan when the school makes the plan available to the local educational agency. In the event any Mira Mesa High parent deems the schoolwide program to be unsatisfactory, the principal will contact parents to address their concerns. All unsatisfactory comments will also be shared with Mira Mesa's School Site Council.

School-Parent Compact

Mira Mesa High School distributes to parents of Title I students a school-parent compact. The compact, (which has been jointly developed with parents, outlines how parents, the entire school staff, and students) will share the responsibility for improved student academic achievement. It describes specific ways the school and families will partner to help children achieve the State's high academic standards. It addresses the following legally required items, as well as other items suggested by parents of Title I students.

- The school's responsibility to provide high-quality curriculum and instruction.
- The ways parents will be responsible for supporting their children's learning.
- The importance of ongoing communication between parents and teachers through parent-teacher contact; frequent reports on student progress; access to staff; opportunities for parents to volunteer and participate in their child's class; and opportunities to observe classroom activities.

This compact is created with parents, students, and staff input at SSC meetings.

Building Capacity for Involvement

Mira Mesa High School engages Title I parents in meaningful interactions with the school. It supports a partnership among staff, parents, and the community to improve student academic achievement. To help reach these goals, the school has established the following practices.

- The school provides Title I parents with assistance in understanding the State's academic content standards, assessments, and how to monitor and improve the achievement of their children. Mira Mesa High School holds regular meetings such as Principal Chats, Fall Open House, Dive into High School, 8th grade Open House. Information regarding these events are sent home in a variety of avenues and posted to the school website. The school also provides information and data to parents via report cards, student handbook, and PowerSchool Parent Portal.
- The school provides Title I parents with materials and training to help them work with their children to improve achievement. Mira Mesa provides numerous opportunities for parents to get involved and learn about the curriculum, assessments, data, and progress through SGT, SSC, Open House, and Cluster Meetings.
- With the assistance of Title I parents, the school educates staff members about the value of parent contributions, and in how to work with parents as equal partners. Staff at Mira Mesa High School value parent involvement and the commitment to their students' education. Staff will make time in their day or after school to meet with a family to discuss how to best support the needs of their child.
- The school coordinates and integrates the Title I parental involvement program with other programs, and conducts other activities, such as parent resource centers to encourage and support parents in more fully participating in the education of their children. Mira Mesa High School believes in input from all committees and subgroups, such as Principal Chats, School Site Governance, School Site Council, Cluster meetings, and Instructional Leadership Team.
- The school staff distributes information related to school and parent programs, meetings, and other activities to Title I parents in a format and language that parents understand. School personnel is committed to sending messages and written communication in a family's native language.
- The school provides support for parental involvement activities requested by Title I parents. Mira Mesa High School offers activities such as information nights, College Fairs, 8th grade Open House, and award nights.

Accessibility

Mira Mesa High School provides opportunities for participation of all Title I parents, including parents with limited English proficiency, parents with disabilities and parents of migratory students. Information and school reports can be provided in a format and language that a parent can understand. Translators are provided for parent-teacher-student meetings. The school provides an on-site bilingual staff member who assists with attendance, graduation issues and parent conference.

San Diego Unified School District
MIRA MESA HIGH SCHOOL
School-Parent Compact 2019-2020

Updated May 2019

School-Parent Compact

Mira Mesa High School distributes to parents of Title I students a school-parent compact. The compact, (which has been jointly developed with parents, outlines how parents, the entire school staff, and students) will share the responsibility for improved student academic achievement. It describes specific ways the school and families will partner to help children achieve the State's high academic standards. It addresses the following legally required items, as well as other items suggested by parents of Title I students.

- The school's responsibility to provide high-quality curriculum and instruction.
- The ways parents will be responsible for supporting their children's learning.
- The importance of ongoing communication between parents and teachers through parent-teacher contact; frequent reports on student progress; access to staff; opportunities for parents to volunteer and participate in their child's class; and opportunities to observe classroom activities.

This compact is created with parents, students, and staff input at SSC meetings.

Building Capacity for Involvement

Mira Mesa High School engages Title I parents in meaningful interactions with the school. It supports a partnership among staff, parents, and the community to improve student academic achievement. To help reach these goals, the school has established the following practices.

- The school provides Title I parents with assistance in understanding the State's academic content standards, assessments, and how to monitor and improve the achievement of their children. Mira Mesa High School holds regular meetings such as Principal Chats, Fall Open House, Dive into High School, 8th grade Open House. Information regarding these events are sent home in a variety of avenues and posted to the school website. The school also provides information and data to parents via report cards, student handbook, and PowerSchool Parent Portal.
- The school provides Title I parents with materials and training to help them work with their children to improve achievement. Mira Mesa provides numerous opportunities for parents to get involved and learn about the curriculum, assessments, data, and progress through SGT, SSC, Open House, and Cluster Meetings.
- With the assistance of Title I parents, the school educates staff members about the value of parent contributions, and in how to work with parents as equal partners. Staff at Mira Mesa High School value parent involvement and the commitment to their students' education. Staff will make time in their day or after

school to meet with a family to discuss how to best support the needs of their child.

- The school coordinates and integrates the Title I parental involvement program with other programs, and conducts other activities, such as parent resource centers to encourage and support parents in more fully participating in the education of their children. Mira Mesa High School believes in input from all committees and subgroups, such as Principal Chats, School Site Governance, School Site Council, Cluster meetings, and Instructional Leadership Team.
- The school staff distributes information related to school and parent programs, meetings, and other activities to Title I parents in a format and language that parents understand. School personnel is committed to sending messages and written communication in a family's native language.
- The school provides support for parental involvement activities requested by Title I parents. Mira Mesa High School offers activities such as information nights, College Fairs, 8th grade Open House, and award nights.

Accessibility

Mira Mesa High School provides opportunities for participation of all Title I parents, including parents with limited English proficiency, parents with disabilities and parents of migratory students. Information and school reports can be provided in a format and language that a parent can understand. Translators are provided for parent-teacher-student meetings. The school provides an on-site bilingual staff member who assists with attendance, graduation issues and parent conference.

DAC Report

Good Morning,

I attended the September 16, 2020, Zoom meeting of the DAC.

Pamela King from Family Engagement, spoke about the Family engagement page on the SDUSD website.

We should encourage our families to take a look, there are many different activities posted.

They also have a Facebook page, Sdusdfamilies.

Lynn Ryan, Uniform Complaint Compliance Officer, gave a presentation on the Uniform Complaint Procedures.

They are all on the SDUSD web site.

Theresa Laskowski, Instructional Support Officer, shared a Power Point update on community learning.

There were 58 people on the zoom.

Any information that was discussed at the meeting you can find on the DAC page on the SDUSD website.

Thank You,

Debbie