**Mar Vista Site Council – 10/9/2018**

**Call to Order**

Meeting called to order at 4:30pm.

**Roll Call**

Present: Steve Graff, Marie-Louise Minvielle, Nora Mustaffa, Alicia Mendoza, Stephanie Monroe, Carrie Mulcaire. Kim Young (classified rep), Yanely Montejano (parent rep) were absent. Stephanie shared that the school is still looking for two teachers to be on site council.

**AGENDA**

Reviewed agenda.

**Purpose of SSC**

Stephanie reviewed the purpose of school site council (SSC) which is the organized group of parents, staff and teachers that meet to review school goals that raise the academic achievement of all students and the group that reviews how we should utilize funds to do that. We will not only review the goals but also the action steps. Site council members are stewards of the SPSA. This is a legally mandated meeting. Stephanie said she will be posting an agenda 72 hours before the meeting - both in the office and on the website.

**Review By-Laws**

* Stephanie showed a template of by-laws that was provided by the district. The components of the by-laws include: duties of the school site council, terms of service (typically 2 years), termination and transfer of membership, roles of individual members (chair, vice chair, secretary), elections, removal of officers, vacancies, and subcommittees. We won’t have a subcommittee unless there is a large amount of specific funds to spend or a large project to focus on.
* Stephanie recommended that we add language to review the school safety plan in our by-laws.
* We would need to complete information on the makeup of student site council in terms of representatives (# of parents, teachers, etc.).
* Stephanie will either place a pdf or word document up on a shared google folder that she has created and will share with the site council members.
* By next meeting, members will bring our changes to the by-laws document, we’ll have a discussion, and most likely vote in December.

**New Members Roles**

* Stephanie explained that we must have two-thirds majority to vote on items. This includes voting on roles of the group.
* The site council discussed the various roles on site council which include: chair, vice chair, and secretary. The site council member roles will be voted on at the next meeting in November.

**SSC Dates**

* Stephanie passed out the meeting schedule for 2018-19. One member asked about what to do when they can’t make a meeting and shared they wouldn’t be at the November meeting due to work travel. Stephanie discussed that we could vote ~~in advance of~~ [by email after] a meeting. Another member offered to teleconference into the meeting.

**School Plan for Student Achievement (SPSA) Review**

* Stephanie passed out the SPSA created in 2017-18. This is a legal document that is held at the district and the state department of education. It includes data on school performance. In addition to this school plan, our school now has new data for FY2017-18 results which site council will also review. “At or near standard” includes students that are both approaching standard and at standard. Mar Vista was last in the district in terms of improving school scores. A parent asked if we have good five year data on the test. Stephanie clarified that there was a field test in 2013 with full implementation of CAASPP test in 2014 so her answer is yes. There was a discussion that we want every child to be at or above standard. A member asked: Do we want to benchmark against the state or against another top performing school in the district such as Rio Del Mar. There was a discussion about this. Stephanie mentioned that we will talk about each section and drill down to the issues. She mentioned that gold copied papers are the goals for the school in the SPSA.
* There was an explanation of the purpose of the Summit where Principal Monroe will be presenting, which is an event where she will present on Mar Vista school data and proposed action steps to address raising standards.
* Stephanie shared a triangle diagram of how the three leadership groups at the school interact: MVP (parents fundraising club), School Site Council (parents, teachers, administrators), and Leadership Team (teachers rep from each grade and administrators).
* We started to review goals that are included in last year’s SPSA. It was noted that the plan is out of date as it references curriculum that is currently not being used at school as noted by one teacher rep member. A parent member asked about the possibility of surveying the teachers. Stephanie shared that the Youth Truth survey has been launched for teachers to complete. From it, we will learn more about teacher’s needs. There was a short discussion of professional development needs for teachers.

The meeting officially ended at 5:35pm.