**Santa Maria High School**

**SSC Meeting September 11, 2017 4:00 pm Room 104**

**Minutes**

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**Members Present:** Kristi VanHorn, Patty Wagner, Karen Draper, Esperanza Romero, Joseph Domingues, Ricardo Perez, Shannon Powell

**Guest/Interpreter Present**: Lilian Espinoza, Jessica Valencia Steve Campbell

1. **Introductions & Flag Salute:** The meeting was called to order at 4:14 pm and the flag salute was led by Shannon Powell
2. **Approval of Minutes:** The approval of the minuets was postponed until next meeting. The procedure for the minuets was discussed and agreed upon by all members.

*Minuets Procedure:*

* + - 1. After the meeting, the secretary will send out the minutes to all committee members and send the minuets to be translated into Spanish.
			2. Members should send (via e-mail) corrections to the secretary within one week.
			3. Once corrections have been made the secretary will send the minutes to Myrna Flores.
1. **Review of Bylaws:** The committee members will review the bylaws individually and will be prepared at the next meeting with questions, concerns and input. At the next meeting the committee will vote on the bylaws.
2. **Set Date for SSC Training:** At the next meeting Steve Molina will be present to train all members about SSC. The SSC training should take about 45 minutes. After the training is complete, the committee will proceed with regular business and agreed that the next meeting may run until 6:00pm to ensure the agenda is covered.
3. **SSC Budget Update:**

A few items were discussed including monthly Aeries training for parents. Mrs. Romero asked if the training could be one on one to help the parents. The committee suggested that we can have student organizations like ASB, FFA, and Link Crew bring their tablets and help train the parents. It was also noted that 40% of the parent contact information is incorrect in Aeries and it was suggested by Patty Wagner that we have the parents update this information when they turn in their Family Compact at the start of the school year.

Steve Campbell reported out on the goals. It was stated that we are in a good starting place and we need to work on spending this year’s money on the current year’s students. Kristi VanHorn presented an idea on organizing the 31 Action items. She created a binder that has each goal, and action item and behind each action item is the P.O. and a running total of the expenditures. While this running total will not be 100% accurate it will help the committee know what is still available to spend. The committee agreed this was a necessary procedure to track expenditures. It was suggested that we include the “reporter” in the bylaws as an elected position. It was also reported at the last meeting the budget appeared to be lower than projected but after conversations with the District Office the budget does not reflect the carryover and it is projected that we have the same amount or a little more than expected.

The committee had a discussion on data collection. The TOSA position is currently been flown and Mr. Campbell reported that we do have data that can be brought to the meetings when we review each goal.

Student agendas, tutoring and library hours were discussed. It was noted that the agendas and the tutoring will be the first two action items discussed at the next meeting. It was noted by Mrs. Romero that there is a need for a color printer for the students to use and this will also be discussed at the next meeting.

1. **Safety:** The safety report was moved to the next meeting as Mr. Groppetti was not present at the meeting.
2. **Next Meeting Date:** 10/9/17Time 4:00 pm-5:30 pm Room 105
3. **Public Comment:** none
4. **Adjourned:** The meeting was adjourned at 5:30 pm

Respectfully Submitted by,

Shannon Powell

SMHS School Site Council Secretary