



SAN DIEGO UNIFIED SCHOOL DISTRICT
 University City High School
 SSC Meeting
 Wednesday, October 26, 2022
 4:00 pm ZOOM
MEETING MINUTES

Members Present :

Quorum was met

<u>Staff</u>	<u>Parents/Community Members</u>	<u>Students</u>
<input checked="" type="checkbox"/> Michael Paredes, Principal	<input checked="" type="checkbox"/> Susan Gilmor, Parent Vice Chair	<input checked="" type="checkbox"/> Jisang Y., Student
<input checked="" type="checkbox"/> Gail Hall, Teacher Chairperson	<input checked="" type="checkbox"/> Raymond de Callafon, Parent	<input checked="" type="checkbox"/> Nada M., Student
<input checked="" type="checkbox"/> Jennifer Breeding, Teacher	<input checked="" type="checkbox"/> Yuko Kanazawa, Parent	<input checked="" type="checkbox"/> Michael K., Student
<input checked="" type="checkbox"/> Janelle Aleksic, Teacher Secretary		
<input checked="" type="checkbox"/> Thien-An Pham, Teacher		
<input checked="" type="checkbox"/> Alex Villalobos; Other		
Guests Name:		<input checked="" type="checkbox"/> <u>Quorum was met</u>

<u>ITEM</u>	<u>DESCRIPTION/ACTIONS</u>	<u>ACTION REQUESTED OF SSC MEMEBERS</u>
1. Call to Order	<ul style="list-style-type: none"> Principal Paredes 	<ul style="list-style-type: none"> Meeting was called to order at 4:02pm. Zoom Meeting.
2. Public Comment	<ul style="list-style-type: none"> OPEN 	<ul style="list-style-type: none"> Tech is now in for us to maybe meet in person with hybrid option next meeting Kozma reached out to Paredes about comparing GPA data and hopefully have it via email before next meeting. Raymond: What is the purpose for public comment? Gail clarified: Section on agenda for SSC members to bring up items not on agenda as well as any guests (parents, community members etc not on SSC)

ITEM	DESCRIPTION/ACTIONS	ACTION REQUESTED OF SSC MEMBERS
<p>3. SSC Business</p> <p>a. Approval of Minutes</p> <p>b. SSC Bylaws (2022/2023)</p>	<ul style="list-style-type: none"> Action Item: Approval of minutes Oct 3, 2022; Hall Action Item: Review and Approve for the 2022-2023 School Year; Hall 	<ul style="list-style-type: none"> Voting: Villalobos Moved. Raymond 2nd. Approved 12-0-0 Kozma asked to have them sent early so they can review it Minutes and Agendas are on different locations on school website. Results of ballots are in minutes Bylaws are essentially the same except for the dates Y: How often are changes made? G: Made a lot of changes during zoom. However District sets a lot of it. Meetings, who is comprised of it, it's a 2 year term, termination of membership, transfer of membership, etc. If someone could no longer continue, feeling vacancy goes to Section F. Gail: Yes Gail showed the voting process, officers, elections, removal officers (2/3rds vote), subcommittees, meetings. May need to add hybrid model onto bylaws. Quorum is 51% (i.e. 7) Meetings open to public. We can make amendments at any time. But with a 2/3rd vote. R: When a meeting is announced, is there an email that goes to all parents? G: Posted on website as well as on the weekly shoutouts by Mr. Paredes. R: Does the agenda come attached on the callout? G: Not on the callout, but on the website. R: Do we do something extra if there is something we want to have more people involved in? P: Would be nice to add the link to the agenda and zoom onto it. <i>Any form of distribution. As long as it's in a couple of spots, it's satisfactory. P: Can definitely add on callouts. Creating SPISA for next year, as well as budget, or reviewing standards based practices. Could allow community to join in.</i> Motion to Approve: M. Kozma. 2nd: J. Breeding 12-0-0 Uniform Complain Procedures (Lynn A. Ryan) Any allegations against the school Racisms, harassment, William's Act, or violation of law
<p>4. Uniform Complaint Annual Notice</p>	<ul style="list-style-type: none"> Informational; Paredes 	

ITEM	DESCRIPTION/ACTIONS	ACTION REQUESTED OF SSC MEMBERS
		<ul style="list-style-type: none"> • Discrimination, Harassment, Intimidating and Bullying • Educational Programs and Services Covered (not just HS) • Not in UCP Scope: classrooms, teachers, grades, common core, graduation requirements, homework policies, etc. • Williams Act: enough instructional material per student/teacher/class. Each classroom should have an outline of this procedure in English and Spanish • Responsibilities (Paredes): File: file, provide evidence, have a right to appeal. • District: conduct a fair and impartial investigation allows presentation of evidence; written response within required timelines. IR investigation report; can contact Lynn Rayn for support • Discussion <ul style="list-style-type: none"> Kozma: doesn't cover brown act. What does it cover? Gilmor: Williams, etc. <i>For Brown would go to the Board.</i> First step to injury (ego vs physical). Then board accepts or rejects. Brown is completely different (if it's being transparent, conducting meetings correctly etc.) Paredes: We can work with Mr. West to see if it (this information) can be in a space other than the SSC tab on the website. Maybe on callouts. Maybe a condensed version on posters around campus. Annual notification in different spaces. Typically on most campuses, it's posted in staff lounge, classrooms, etc. Raymond: How do students know what to do if they are being discriminated against for example. <i>Call outs, website, student/parent initiation by emailing admin, classroom settings etc.</i> • Kozma: Why is it only discussed in meetings? • Gilmor: Typically in K.12, students go to their parents. Parents talk to administration. And administration starts the process. • Paredes: A lot of it is conveyed through the <u>Centurion Way</u>. Students came together to create it and how we want to handle how students treat each other. Typically parents or students will come to admin and then the complaint is started.
5. SPSA: NA		
6. Budget Budget Reallocations	Action Items: Paredes	District shared about unspent funds. 8,000 (which is good compared to other schools) Funds don't roll over to the following fiscal year. Early realization that we need to shift funds to serve our student communities.

ITEM

DESCRIPTION/ACTIONS

ACTION REQUESTED OF SSC MEMBERS

We are seeking approval to transfer funds within the Title I Resources for the following purposes:

- 1) Shift funds within Resource 30103 to purchase:
 - o Copy paper and supplies for parent communication materials - \$217
 - o **Make copies. Shipping materials etc.**
 - o For principal chats: Refreshments for parent meetings - \$585
 - o For
 - o When we return to Centurion Room. TV has been placed. Principal Chat.
 - o Tours. Hybrid meetings - TV for Centurion Room for presentations, parent meetings, workshops - \$918
 - o Questions: M Kozma. Some of the money was spent. What would happen if we don't approve? Paredes: We don't necessarily have to do this, but it allows for the paperwork to look better so we're not in the red
 - o M Kozma asking where this comes from. Title 1 parent engagement
 - o 30- title 1 resources. 30103-parent resource 30100- general title 1 funding 30106 – supplemental 9000
 - o – LCIF
 - o M Kozma – Since these are Title 1 funds, do these apply to Title 1 families
 - o Paredes – parent funds don't need to go directly to Title 1 parents/families. It goes to everyone. And since meetings are open to everyone
 - o Yuko – Title 1 funds is going to general school. So the resources are being used for everyone. Is this what is being said? So it's used for Title 1 and the entire school
 - o Paredes – Not necessarily being used for the rest of the school? These funds are for parent engagement. And these funds are being reallocated here because we didn't have enough. All funds are within 30103.

- 2) Shift funds within Resource 30106 to realign budget and to pay for Counselor Hourly expenses that were incurred for registration, master scheduling, credit checks, and parent meetings.
 Didn't allocate enough money for 3106. Counselors put in a lot of hours. Asking for money from Supplemental to General

- 3) Shift funds within Resource 30106 to realign budget and to pay sub (VT) expenses when teachers are out due to professional development - \$2,300
 This will likely come up again. Trying to be intentional for Professional Learning Communities to meet with folks from the District Office to allow teachers to align assessments with each other as well as the District. Will need half pullout days with departments. Time at meetings aren't enough. Allows teachers to take half days rather than paying teachers hourly

ITEM	DESCRIPTION/ACTIONS	ACTION REQUESTED OF SSC MEMBERS
		<p>4) Shift funds within Resource 30100 and 30106 to pay for Computer Assistant who performs Spanish translation and interpretation services - allocate an additional \$2,087</p> <ul style="list-style-type: none"> • Adjustment in rate of pay. Yuko: does the money we receive change throughout the course of the year? Or is it the same? Paredes: received a slight increase. Usually received close to budget time (March). Doesn't change much. Trying to get LCFF forms. Need them or we might not get these funds. Need about 50 forms. Can share on a monthly basis the status of funds, balances etc. Allows us to be more familiar with what all the monies are. Yuko: roll over? Paredes: not these ones. It's up to the site to be intentional about how monies are used. Kozma: large amounts of moneys are left to hire a person, but then someone isn't hired. Paredes: LCFF funds – allocated an entire fte for counseling, but Malo left. Have had a vacancy. 10/27 new counselor will start. Have some extra funds for the time he wasn't here. We can share the information so it's more clear. • Voting Motion to approve: S. Gilmor Seconded M. Kozma Approved - 12-0-0
<p>7. DAC and ELA a. DAC Report 10/19/22 b. ELAC Report NA</p>	<ul style="list-style-type: none"> • Informational: Kozma; DAC Chair • Informational: Hall; ELAC Chair 	<ul style="list-style-type: none"> • Informational, Next Meeting Nov 2 • Went over UCP • How much money schools haven't been spending • Reviewing presentation for board of education. Biggest request. DAC is going to request to become a partner in data analysis because there is a lot of data that we don't receive. • Informational, Next meeting TBD • Got a parent to step up. Meeting Next Thursday (Nov 3) • A meeting down south <p>Yuko – Moving forward, if trying to hire a counselor, and have leftover money. Do we rebudget as we go? Do we see more of these reallocations as meetings continue?</p>

ITEM	DESCRIPTION/ACTIONS	ACTION REQUESTED OF SSC MEMEBERS
		<p>Paredes – Teachers having desire to have pullout days. 11 substitutes for math and ela for 3 hours. Looking assessments. 20,000 goes unspent. One area we might want to reallocate is for these VTs. About \$300 for 1 VT.</p> <p>Yuko – Who is looking at the budget specifically?</p> <p>Paredes – Part of Principal responsibility, Associate Principals are brought in, Marie Byrd looks. Budget Analyst at District Office who helps and alerts us.</p> <p>Kozma - In the future, could we make some sort of demarcation for budget transfers in which the money has already been spent vs money that has yet to be spent. I think there is a distinct difference from approving an allocation of funds, and making sure people get paid for jobs they have completed.</p> <p>Paredes – especially with students, where do we want to spend these money? But yes, sometimes we have stuff like the TV that was already purchased. But that TV will be used by a lot of different groups (principal chat, equity team etc etc). But good to mark those moving forward</p> <p>Motion to adjourn: Breeding 2nd: Gilmor Approved - 12-0-0</p>

Meeting adjured at 5:04pm

Principal Signature

SSC Chairperson Signature

Next meeting November 30, 2022

Minutes recorded by Aleksic

Date 12/5/22

Date 12/8/22

Principal Signature

SSC Chairperson Signature