



San Diego Unified School District  
**Normal Heights Elementary School**

**PLEASE POST**

**SSC Meeting Minutes**  
**Monday, November 30, 2020**

**MEMBERS PRESENT:**

- |  |                                      |   |                   |
|--|--------------------------------------|---|-------------------|
| <input checked="" type="checkbox"/> John Aguilar       | Principal (ex officio)               | <input type="checkbox"/> Karen Arias              | Parent (DAC Alt.) |
| <input checked="" type="checkbox"/> Carolina Contreras | Classroom Teacher (co-chair)         | <input type="checkbox"/> Elizabeth Chennamchetty  | Parent (DAC Alt.) |
| <input checked="" type="checkbox"/> Sarah Atallah      | Classroom Teacher (co-chair)         | <input checked="" type="checkbox"/> Jinni Maybush | Parent (DAC Alt.) |
| <input checked="" type="checkbox"/> Karla Gonzalez     | Classroom Teacher                    | <input checked="" type="checkbox"/> Laura Morales | Parent (DAC Rep.) |
| <input type="checkbox"/> Kyra Gelaro                   | Other – school personnel (secretary) | <input type="checkbox"/> Ana Trejo                | Community Member  |

Quorum was met

**Guest Name(s): Rene Lang for Kyra Gelaro**

ITEM	DESCRIPTION/ACTIONS	MEETING SUMMARY
Call to Order	Sarah Atallah	Meeting was called to order at 2:04 p.m.
Approval of Minutes	Action Item: Chairperson	A motion was made by Carolina Contreras to approve the February 26, 2020 meeting minutes, seconded by Sarah Atallah and all were in favor.  A motion was made by Carolina Contreras to approve the October 1, 2020 meeting minutes, seconded by John Aguilar and all were in favor.
SSC Business  ➤ Establish SSC Chair, secretary, and DAC representatives  ➤ Review SSC Member Interest/Elections  ➤ Review Title 1/LCFF Verification Forms  ➤ Review Uniform Complaint Procedure	Action Item: John Aguilar, Principal  Principal Informational : John Aguilar	<ul style="list-style-type: none"> <li>John informed the SSC that the SSC chairperson, secretary and DAC representatives needed to be decided for the 20-21 school year. SSC made a motion to continue with the current co-chairs, secretary and DAC representation. All were in agreement. John will reach out to the members not present for their feedback.</li> <li>The item listed for review of SSC member interest/elections was tabled until the next meeting. Has had difficulty finding parent interest. Asked SSC to send him any parents who they know may be interested. Will need to go out and find parents to serve or appoint based on response.</li> <li>The Annual Requirements for Title I Schools Verification Form for 20-21 was reviewed by the SSC.</li> <li>The Uniform Complain Procedure was reviewed by the SSC. It was noted that it would be posted at the site, however, in light of the site being closed it would be posted on the school’s website.</li> </ul> <p>A question was raised regarding the meaning of “Sex-actual or perceived” and John offered to check into it with the district.</p>

SPSA Update	Informational: John Aguilar, Principal	<ul style="list-style-type: none"> <li>• Since last meeting there were minor typographical changes. The SPSA was submitted and approved.</li> </ul>
<p>Budget</p> <ul style="list-style-type: none"> <li>➤ Monitoring the SPSA Original Budget</li> </ul> <p>Adjust FTE between 30100 and 30106 for Counselor position and transfer expense</p>	Informational/Action Item: John Aguilar, Principal	<ul style="list-style-type: none"> <li>• Rene Lang informed the SSC that a FTE adjustment was needed for the Counselor position which would result in a transfer in the amount of \$6,079.14 from resource 30100 to 30106 due to a deficit in 30100. John Aguilar informed the SSC that the position in the SPSA populates with the average salary for the position versus actual salary. Once an individual is in the position the salary is adjusted to the actual salary of the individual. This can mean an increase or decrease.</li> <li>• A motion was made by Carolina Contreras to approve adjusting the FTE between 30100 and 30106 resources for the Counselor position due to a deficit in funds in the 30100 resource. A transfer of \$6,079.14 will be transferred to correct the deficit. The motion was seconded by Sarah Atallah and all were in favor.</li> </ul>
<p>DAC and ELAC</p> <ul style="list-style-type: none"> <li>➤ DAC Report</li> <li>➤ ELAC Report</li> </ul>	Informational: John Aguilar	<ul style="list-style-type: none"> <li>• The DAC and ELAC reports will be discussed at next SSC meeting.</li> </ul>
Future Agenda Items		<ul style="list-style-type: none"> <li>• Review SSC Member Interest/Elections</li> <li>• DAC and ELAC reports</li> </ul>
Round Table	Open	<ul style="list-style-type: none"> <li>• No comments</li> </ul>
Public Comment	Open	<ul style="list-style-type: none"> <li>• No comments</li> </ul>

**Meeting Adjourned at 2:34 p.m.**

**Minutes recorded by John Aguilar, Principal**

**Next SSC Meeting: December 16, 2020 at 2:00 PM.**

**Upcoming Meeting Dates: March 17, 2021; April 21; May 19**