



**TORRANCE UNIFIED SCHOOL DISTRICT**  
**MAGRUDER MIDDLE SCHOOL**

4100 West 185th • Torrance, California 90504 • (310) 533-4527  
[www.magruder.tusd.org](http://www.magruder.tusd.org)

**School Site Council**

September 18th, 2023  
3:30 pm - [Virtual - Zoom](#)

Chairperson: Mrs. Blain  
Secretary: Maria Cuadros Solis

**Agenda**

The meeting was called to order at 3:35 p.m.

1. Introductions
  - a. Keely Hardage/Sue Key - Principal/Interim
  - b. Maria Cuadros-Solis - Assistant Principal
  - c. Laura Fischer - Magruder Staff
  - d. Staff (TBD, vacancy)
  - e. Carmen Fraga - Teacher/ELD Coordinator
  - f. Jongwoo Roh - Science Teacher
  - g. Teacher (TBD, vacancy)
  - h. Carissa Baumhart - Parent - was absent at the start of the meeting. Mrs. Baumhart logged in during the Review of the Bylaws.
    - Mrs. Blain - an SSC parent, sat in as an alternate voting parent since she was a public attendee with her son, Jace Blain, 6th-grade representative.
  - i. Yoko Mack - Parent
  - j. Tyra Sheed - Parent
  - k. 6th Grade Student Representative - Jace Blain
  - l. 7th Grade Student Representative - Melissa Mack
  - m. 8th grade Student Representative - Muhammad Amjad (absent from the meeting)
2. Elect Chairperson (Mrs. Blain) and Recording Secretary (Maria Solis)
  - a. A motion was made to elect Mrs. Blain as Chairperson. This was seconded by Mrs. Mack. The motion was approved.
  - b. Recording Secretary
    - A motion was made to elect Carmen Fraga as Recording Secretary, seconded by Mrs. Blain. The motion was approved.
3. Elect Title I Parent Advisory Representative (Yoko Mack - parent)
  - a. A motion was made to elect Yoko Mack. Mrs. Blain seconded the motion. The motion was approved.
4. Elect District Communication Committee Representative (Carissa Baumhart - parent)
  - a. A motion was made to elect Carissa Baumhart. Seconded by Mr. Roh. Motion was approved.
5. Review and Approval of Minutes ([June 2023](#))
  - a. Minutes were reviewed from the June 12, 2023, SSC Meeting. Minutes were motioned for approval by Ms. Mack. Mrs. Baumhart seconded the motion. The minutes were approved.

**New Business:**

1. [Review By-Laws](#)
  - a. Dr. Key provided a brief review of the by-laws.



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- b. A motion was made to approve the 2023-24 school year By-laws. The document was seconded by Mrs. Baumhart. The motion was approved.
- 2. [Robert's Rules of Order](#)
  - a. Dr. Key briefly reviewed the Rules of Order. The group was advised the rules were established to create a fair and orderly meeting.
- 3. [Review Green Act](#)
  - a. Dr. Key briefly reviewed the Green Act and explained the Education Code, which states, "Meetings held by a council or committee shall be open to the public, and any member of the public shall be able to address the council or committee during the meeting on any item within the subject matter jurisdiction of the council or committee."
- 4. Review Policies
  - a. [Parent Involvement Policy](#)
    - i. Dr. Key reviewed the parent involvement policy and ways parents may participate and stay involved with the school; volunteering, attending school events and parent-teacher-student meetings, participating in committees, etc.
      - 1. A motion was made to approve the 2023-24 school year Parent Involvement Policy. Ms. Shedd seconded the document. The motion was approved.
  - b. [School-Home Compact](#)
    - i. Dr. Key reviewed the Home-School Compact, including the parent and student pledge.
      - 1. Ms. Baumhart asked the question regarding viewing student work that is being graded (i.e., in PowerSchool via student handouts or assignments).
        - a. Dr. Key recommended working with the designated teacher in cases of requesting specific work back.
        - b. Ms. Fischer shared steps on how to view PowerSchool comments per assignment.
        - c. Mr. Roh and Ms. Fraga shared input on comment views for PowerSchool assignments. The teachers may use this option to share feedback, but this is up to the teacher's discretion.
        - d. Dr. Key noted she would return the question to the Instructional Leadership Team (ILT) for additional input. (*follow-up needed*)
      - 2. Ms. Baumhart made the motion to approve the School-Home Compact. Ms. Fischer seconded the document. The motion was approved.
- 5. [SPSA Review](#) and [Budget Updates](#)
  - a. Dr. Key shared the SPSA document was created in 2021 and runs through the 2024 school year, further explaining that the school budget includes specified goals and funding as outlined in the SPSA document. During the review of the Budget, Dr. Key informed the Council members and SSC guests that Magruder Middle School is a Title I School with 40% more low-income students, which is the reason additional funding is provided to secure resources, including books, supplies after school opportunities for support and intervention. She reviewed the difference between the funding types: Supplemental, Student Achievement, and Title 1.
    - i. During the Budget review,
      - 1. Ms. Fischer shared that we may need to review cart needs as the Chromebooks age out. The question was asked if it may be confirmed with the district office the status of Chromebook updates and how to prepare (this is not just a schoolwide issue, but it's a district issue).
        - a. Dr. Key noted that the administration will contact the district office (IT department) for input. (*follow-up needed*)
      - 2. Ms. Shedd asked whether the budget was set and if movement was possible or needed.
        - a. Dr. Key shared that adjustments can be made if there is a shift in the budget that can be reallocated; however, all changes must be approved by stakeholder groups. She shared there is little remaining in the budget at this time unless earmarked funds, a goal allocation, do not get used.

3. Ms. Fischer proposed reviewing the music department furniture budget (goal 2.1.7), including purchasing more chairs to create a complete set for Mr. Porush's classroom.
  - a. Dr. Key shared that the total cost of the requested chairs will need to be returned to the school site council for review (*follow-up needed*). She stated there may be a need to make a partial purchase this year and make plans for next year.
4. Ms. Fischer asked whether the professional development allocation on the budget, \$9,000, will be spent this year. Dr. Key stated that there might be room to reallocate some of these funds since training may occur locally. The decision has yet to be made to hold the alternate training.
5. Dr. Key shared that the district will be funding SMORE as a districtwide-funded program. This will save Magruder funding.
- b. Motion to Approve - Ms. Baumhart - 2nd Ms. Mack - All in Favor
6. [2022-2023 Data Review](#)
  - a. Dr. Key shared CAASPP data from the 22/23 school year.
    - i. A data review included percentages of Math and grade level scores of students who met or exceeded across all categories and subgroups. An area we want to strive for is with our Special Education population.
    - ii. iReady benchmark data is being used to help review target goals for areas of growth and need. Dr. Key shared that the test is administered 1x during the first quarter and third quarter.
  - b. Dr. Key shared absenteeism data and stated we are working on ways to communicate with students and families about the value of being present in school.
    - i. Ms. Blain shared that they had success at Edison (last year) in the communication outlines of the student independent study attendance contract.
    - ii. Dr. Key asked Mrs. Solis to share how we support and anticipate support for attendance concerns.
      1. Mrs. Cuadros-Solis said we will continue our monthly attendance reports and follow district-required attendance letters/notifications.
7. Open Forum
  - a. Student Issues/Concerns
    - i. Ms. Blain shared that the 5th to 6th-grade transition process was well received by parents and comfortable offering this for our parents and students.
      1. 6th Grade student- Jace, shared that it was easier to use the lockers but very busy at times.
    - ii. 6th Grade student- Jace asked if there could be a list of teachers or staff who can do a club.
      1. Ms. Fraga said she would contact Ms. Jaeger for support on this idea. (*follow-up needed*)
    - iii. Ms. Baumhart requested information about students using rideshare. (*follow-up needed*)

**Upcoming Meetings:**

- October 30th
- January 29th
- April 22nd
- June 3rd

*Dr. Key thanked the SSC attendees and called the meeting adjourned @ 5:30 pm.*



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