



School Site Council Training

**School Site Council:  
The Essentials**



# Overview

- Welcome and Introductions
- School Site Council Responsibilities
- School Plan For Student Achievement (SPSA)
- School Site Funding and Linking Expenditures to Student Achievement
- Composition and Election of School Site Council Members
- Roles and Running an Effective Meeting
- District and CDE Requirements and School Site Council Support
- Questions and Answers



# **School Site Council Responsibilities**





# Primary Role of School Site Council

- (1) Advise on the creation or revision of the School Plan For Student Achievement (SPSA)
- (2) Approve the SPSA
- (3) Monitor the implementation of the plan
- (4) Evaluate the effectiveness of its programs



# **Additional Responsibilities of School Site Council**

- **In addition to work with the SPSA, the SSC will:**
  - Review district policies
  - Review meeting and operating procedures
  - Develop annual meeting calendar
  - Review bylaws annually
  - Encourage parents, community members, teachers and students, if applicable, to take on leadership roles and participate in SSC activities
  - Approve the Site Parent Involvement Policy and School-Parent Compact
  - Carry out other duties assigned by the school board or required by state and/or federal law.



# Merging ELAC with School Site Council

**Each CA public school with 21 or more Els must form an English Learner Advisory Committee (ELAC)**

## **SSC/ELAC Additional Requirements:**

- The ELAC may delegate duties to SSC only after ELAC meets (at least once) and learns the rights and responsibilities of ELAC.
- ELAC can then vote for SSC to carry out all ELAC duties, for up to two years. The ELAC agenda and minutes must reflect this.
- The SSC must accept, vote for, and be trained in the duties, and then carry out all ELAC duties. The SSC agenda and minutes must reflect this.
- The proportion of EL parents on SSC must be at least as high as the proportion of EL students in the school.



# Basic Expectations of SSC Members

1. To attend all meetings
2. Participate: ask questions and share ideas
3. Be committed to the process and respectful of other members
4. Remember that you were elected as a representative of your peers and you represent them in the Council.





# School Plan for Student Achievement (SPSA)

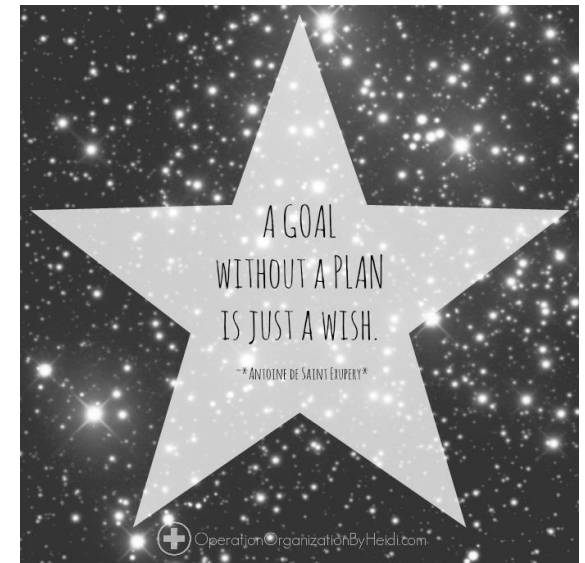






# Purpose of School Plan for Student Achievement (SPSA)

- **The SPSA is the PLAN for an individual school's improvement process.**
- **The SPSA serves to meet requirements of state and federal categorical programs.**
- **Actions in the SPSA are student data driven.**





# **School Site Council's Work with SPSA – Two Tasks**

- **Monitoring the current year's SPSA**
  - Review the implementation of actions
  - Review state and local data
  - Make adjustments to the budget as needed
- **Begin the process of revising the plan for the next year**
  - Review current practice for effectiveness
  - Look at student data to determine student need



# Monitoring the Current SPSA

- Monitor the implementation of actions and use of funding in the current year SPSA at each meeting.
- Revise and approve changes to actions or funding as needed
- Evaluate the implementation of the plan at the end of the SPSA cycle
- Use information from the evaluation to help determine the following year's goals and actions



## **Mid-year Changes to the SPSA**

**Any of the following factors may indicate a need to amend the SPSA during the school year:**

- The need for a new program, item or activity based on student data or information
  - Student data/information suggests that an activity/expenditure is ineffective
  - Staff, equipment or materials cannot be procured or there is cost a difference
  - The activity may be found to be non-compliant with state or federal law
- 
- **The balance in the SPSA must be maintained at “\$ 0”.**
  - **The School Site Council approves changes to activities, actions or strategies as well as funding changes in the SPSA.**



# Questions???



# **Effective Use of School Site Funds to Impact Student Learning**





# Funds Available to School Sites

**Each school can receive supplemental funding from several sources:**

<b>State funds (LCFF Supp/Con)</b>	Unrestricted but “principally directed to improve outcomes for target students”	Not audited, but required yearly updates in Local Control Accountability Plan
<b>Federal funds (Title I)</b>	RESTRICTED; rules & regulations on use of funds	Audited by CDE or USDE; Requires “evidence of effectiveness”
<b>Other grants</b>	May have rules & regulations	May or may not be audited



# **State Funds: Local Control Funding Formula (LCFF)**

**The District receives additional LCFF funds (Supplemental/Concentration) based on the number of Low income, English learners, foster, homeless youth.**

- ✓ The District shares these funds with schools
- ✓ The funds are to be “principally directed toward, and effective in” meeting goals for targeted students
- ✓ Use of LCFF Supplemental funds is guided by the Local Control Accountability Plan (LCAP)



## Title I – Federal Funding

The *Every Student Succeeds Act*, federal funding law:

- Requires that all students be taught to high academic standards, preparing them to succeed in college and career.
- Supports evidence-based interventions developed by local leaders and educators
- Maintains an expectation that there will be accountability and action to effect positive change in our lowest-performing schools



## Evidence-Based Actions

- Interventions supported by higher levels of evidence are more likely to improve student outcomes because they have been proven to be effective
- *What Works Clearinghouse*: <http://ies.ed.gov/ncee/wwc/>

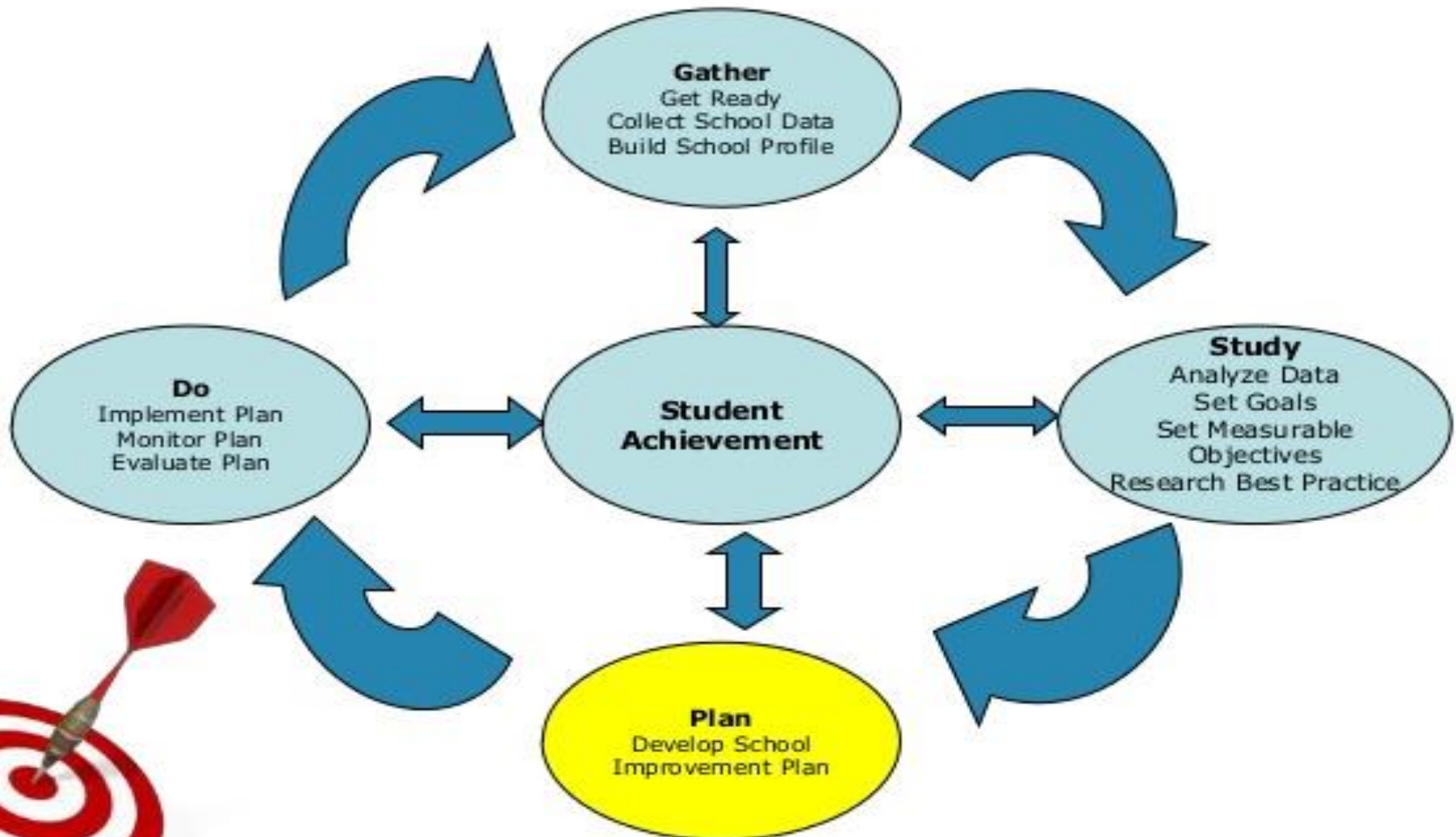
School Site Council plays a role in approving, monitoring and evaluating the actions in the SPSA

## Examples of Title I Expenditures

- Increased learning time
- Evidence-based strategies to accelerate the acquisition of content knowledge for English learners
- Activities to increase access and prepare students for success in high-quality advanced coursework
- Response to intervention strategies to provide early identification of students with learning and/or behavioral needs and provide support
- Activities shown effective in increasing family and community engagement like family literacy programs



# Continuous School Improvement Process





# Questions???



# Composition and Election of the School Site Council





## SSC Composition – Elementary Model

***Laws govern how SSCs are composed and there must be parity (equality) between staff and parents/community.***

- Principal of the school or a designee
- No less than 3 classroom teachers (teachers are always a majority of the staff)
- One “other staff” – classified or certificated
- No less than 5 parents
- There can be more members as long as there is “parity” between the staff group & parent group



## SSC Composition for Elementary Schools

Type	Membership Category	MINIMUM # of Members	# of Members	# of Members
School	Principal	1	1	1
School	Classroom teachers	3	4	4
School	Other staff	1	1	2
Community	Parents/community members	5	6	7
<b>Total</b>	<b>Members</b>	<b>10</b>	<b>12</b>	<b>14</b>

The SSC shall be constituted to ensure parity between school and community.





## SSC Composition – Secondary Model

***Laws govern how SSCs are composed and there must be parity (equality) between staff & parents/community/students.***

- Principal of the school or a designee
- No less than 3 classroom teachers (teachers are always a majority of staff)
- One ‘other staff’ – classified or certificated
- Parents/community & students
- There can be more members as long as there is “parity” between the staff group & parent group

## SSC Composition for Secondary Schools

Type	Membership Category	MINIMUM # of Members	# of Members	# of Members
School	Principal	1	1	1
School	Classroom teachers	3	4	5
School	Other staff	1	1	2
Community	Parents/community members	4	3	4
Community	Students	1	3	4
<b>Total</b>	<b>Members</b>	<b>10</b>	<b>12</b>	<b>16</b>

The SSC shall be constituted to ensure parity between school and community



# School Site Council Elections

## Parents:

- Parent membership on School Site Council should reflect the school community, including all student groups
- Parents are elected by parents
- Parents are voting members on the SSC



# **School Site Council Elections**

## **Teachers:**

- Teachers are voting members. The number of teachers on the SSC must be higher than the combination of administrator & other staff.
- Teachers must attend SSC meetings and an alternate sent cannot vote or make a quorum.
- Teachers may not veto or alter the School Plan process.



# School Site Council Elections

## Principal:

- The principal or designee is a voting member of the council.
- Is responsible for SSC elections and making sure meetings and required activities take place
- The principal has no administrative authority over the council
- The principal **may not veto** a decision of the council or make plan or budget changes without SSC approval.



# School Site Council Elections

## Other Staff:

- Classified personnel (e.g., clerical, instructional, custodial and food services staff)
- Certificated support staff-not assigned as a classroom teacher of record (e.g., counselors, resource teachers)
- Itinerant staff (e.g., translators, nurse, psychologist)



# Questions???

# Roles and Running an Effective Meeting







## SSC Officers

### The SSC membership elects:

- Chairperson - organizes agenda, convenes and leads meetings
- Vice Chairperson – serves in the absence of the Chairperson
- Secretary - records event and actions taken by the council
- Parliamentarian - to maintain “Robert’s Rules of Order”



# SSC Tools

- Member roster with phone numbers/email addresses
- Copy of the By-Laws
- Meeting agenda, sign – in; Copy of minutes to be approved
- Copy of SPSA with budget; instructional calendar
- Previous SPSA/Current Practice, Evaluation
- Student achievement data:
  - CAASPP (California Assessment of Student Performance and Progress) scores; CA School Dashboard information
  - Other local assessment results
  - Grades and/or other local academic data
- Attendance/Behavior data; Suspension data; Survey results



## SSC Meetings

- Meetings are considered open to the public
- A quorum must be present for a meeting to take place
- Time should be allotted for public comment
- Post a meeting notice **72 hours** in advance, specifying **date, time and location, and agenda** describing each item of business
- Create a sign-in sheet for all who attend.
- Provide copies of agenda and all materials to SSC members and the public.
- Notify alternates that they may not vote or count toward a quorum.
- Required to follow the posted agenda



## The Greene Act

- The council cannot act/vote on any item that was not on the posted agenda.
- Exception: If an action is needed and was not known at the time the agenda was posted, the SSC may, by **unanimous vote**, add the item on the agenda for action.
- If these procedures are violated, upon demand of any person, the council must reconsider the item at it's next meeting after allowing for public comment on the item.

## **Right of Minority**

### **SSC Members have:**

- The right to be heard and to voice their dissent
- The right to have their dissent noted in the record

**However, once dissent is given and vote taken, it is the decision of the collective body, even those who objected**



# SCUSD Requirements and SSC Support





# SCUSD & CDE Requirements

- **Yearly:**
  - Parent/Staff Election/Selection (**CDE requirement**)
  - SSC Membership Roster (**District requirement**)
  - Officers (**District requirement**)
  - Meeting Schedule (**District requirement**)
- **Monthly:**
  - Meeting Agendas (**CDE requirement**)
  - Meeting Minutes in detail (must include suggestions, input, motions, names);  
Sign – in sheets (**CDE requirement**)
- **As Needed**
  - School Plan For Student Achievement (**CDE requirement**)
  - By-Law Amendments
  - Changes in Membership



## **Areas Outside of the School Site Council's Responsibility:**

- School management
- Supervision of staff
- Policy making
- Fundraising
- Political organization
- Personnel committee
- Grievance committee
- Extension of the PTSA or PTA
- Social group





# QUESTIONS?

## Resources:

- <http://www.scusd.edu/SSC>
- <http://capta.org/focus-areas/lcflcap/priority-areas/parent-involvement/>
- <https://www.greatschools.org/gk/articles/the-role-of-the-school-site-council/>
- <https://www.scusd.edu/local-control-and-accountability-plan-lcap-resources>

## Additional Support:

**State and Federal Department**  
(916) 643-9051  
**Family and Community Empowerment**  
(916) 643-7897