

Welcome to School Site Council (SSC)

You are a valuable representative of the school community!




Basic Principle for Legislating School Site Councils

The California Legislature believes that the individuals who are most affected by the operation of the school should have a major role in the decisions regarding how a school functions.




SSC makes Decisions

- Focus on the Academic Program
- Responsibility of allocating Categorical Funds
- Monitor and evaluate these plans and the impact on student achievement
- Single Plan for Student Achievement (SPSA)




SSC Composition

Principal and Representatives of:

- Teachers selected by teachers
- Other school personnel selected by school personnel
- Parents selected by parents
- H. S. students selected by students




Elementary Composition

Parent or community membership is equal to school staff membership.

Classroom teachers must be in the majority of the staff side.

"Other School Personnel" includes: other administrative positions, other non-classroom teacher positions, and all site classified personnel.

Smallest council is composed of 10 members.

Elementary SSC

Principal (1)
Classroom Teachers (3)
Other (1)
Parent or Community Member (5)

Principal (1)

Classroom Teachers (3)

Other (1)

Parent or Community Member (5)




Secondary Composition

Parents or community members and students equally share $\frac{1}{2}$ of the council.

Classroom teachers must be in the majority of the staff side.

"Other School Personnel" includes: other administrative positions, other non-classroom teacher positions, and all site classified personnel.

Smallest council is composed of 12 members.

Secondary SSC

Principal (1)
Classroom Teachers (4)
Other (1)
Parent or Community Member (3)
Students (3)

Principal (1)

Classroom Teachers (4)

Other (1)

Parent or Community Member (3)

Students (3)




Definition of "Other School Personnel"

- INCLUDES:
 - Classified personnel (e.g., clerical, instructional, custodial and food services staff).
 - Administrative personnel (e.g., vice principals, certificated administrative assistants).
 - Certificated support staff-not assigned as a classroom teacher of record (e.g., counselors, resource teachers).
- Be sure to include itinerant staff (e.g., translators, nurse, psychologist).




Selection Process

- Chosen by peers
- Determined by ballot




Selection/Election of Parents

- The term "parent" includes a guardian.
- A "parent" CAN be an employee in the district, but CANNOT be employed at the school in any capacity (e.g., noon-duty, recreational assistant, substitute).
- A community member may serve in the "parent" position as long as the person has been selected by parents of children in the school.
- Goal: It is the hope of the legislature that the schoolsite council reflect the school community, including all socioeconomic, ethnic and program groups.




Selecting/Electing Parents (cont'd)

- Notify parents of the nomination process (e.g., bulletin, handbook, PTA bulletin). Translate if necessary.
- Take nominations. Allow for self-nomination or the nomination of a peer.
- BEST BET: Establish a ballot. Have each nominee write a brief position paper about their school involvement or other related experience.
- Include a space for a "write-in" candidate.
- Send ballot home. Can be included in newsletters, bulletins, or sent home with children. Reminder: Be sure every parent has an opportunity to vote. Best to provide a return envelope.
- Have parent volunteers or an election committee (i.e., PTA or remaining SSC members) count the ballots.




Selection/Election of Teachers

Selection at a Staff Meeting

- Include selection of SSC representatives on the staff meeting agenda.
- Maintain minutes of the staff meeting.
- Provide a sign-in sheet for classroom teachers.
- Take nominations from the floor.
- Conduct a voice/hand vote.

- Enter into the SSC minutes:
 - the staff agenda, minutes of staff meeting, sign-in sheets, and the results of the vote.




Selecting/Electing Students

- Two ways to select/elect students:
 - Option 1 - BEST PRACTICE: Students can "run" for the office of "SSC member" using the same process any other elected student body office (e.g., student body president, secretary).
 - Option 2: The school's student body bylaws can be modified to change the current job responsibilities of elected student body officers to include SSC responsibilities.




Vacancies in SSC Positions

Vacancies can be filled by:

- An election by the appropriate representative group;
- An appointment by the remaining members of the peer group (only peer group members appoint); or
- The seating of a previously elected alternate to fill the remainder of the term.



SSC Bylaws should specify

- Means of selection of members and officers
- Terms of office for members and officers
- May elect members for a two year term
- Notice of elections for each peer group
- Responsibilities of SSC and time commitment



SSC Officers

- Chairperson- organize, convene and lead meetings
- Vice Chairperson- serves in absence of chairperson
- Secretary- record minutes and record of actions
- Parliamentarian- resolve questions of procedure using *Robert's Rules of Order*



Overall Responsibility of the SSC

- Serves as the school community representative body for determining the focus of the school's academic instructional program and all related categorical resources.



SSC Responsibilities

- Analyzing and evaluating the academic achievement of all students in the school;
- Obtaining recommendations from school site advisory, standing, and special committees regarding the focus of the school's *Single Plan for Student Achievement (SPSA)*;
- Developing and approving the school plan and all proposed expenditures in accordance with all state and federal laws and regulations;
- Recommending the school plan including related budget expenditures to the local governing board;



SSC Responsibilities

- Providing ongoing monitoring of the implementation of the plan and budgets/expenditures;
- Revising the school plan, including expenditures, timelines, and evaluation criteria, as needed;
- Participating in all local, state, and federal reviews of the school's program for compliance and quality;



SSC Responsibilities

- Conducting an annual evaluation of the effectiveness of the school's progress toward meeting school goals to raise student achievement for all students;
- Encouraging broad representation of parents, community members, teachers and students, if appropriate, including all socioeconomic, ethnic, and programmatic groups represented in the school in leadership roles and in the activities of the schoolsite council; and
- Carrying out all other duties assigned to the council by the district governing board and by state or federal law.




Title I Schools SSC Also

- Review and make recommendations District and School Parent Involvement Policies and School Compacts




School Advisory Committees

SPSA must be developed with advice from:

- ELAC- English Learner Advisory Committee
- Special Education Advisory Committee
- Gifted and Talented Advisory Committee
- Program Improvement Schools- DSLT- District and School Liaison Team




The Principal's Responsibilities

- Is a voting member of the council;
- May not veto a council decision;
- May not change the approved plan;
- Provides training to SSC members on their roles and responsibilities;
- Provides leadership to the council on federal and state regulations;
- Assists the chairperson in establishing agendas for the meetings;
- Provides or coordinates budget and plan updates to the council;
- Provides student achievement information to the council;
- Provides council with planning information (e.g., program requirements);
- Provides council with budget information (e.g., personnel costs, allowable expenditures); and
- Assumes responsibility for the implementation of the approved plan.




Committees Appointed by the School Site Council

- perform tasks to assist the council in developing, monitoring, or evaluating the SPSA.
- Gather and analyze information
- Propose strategies for improving instruction
- Examine materials, staffing, or funding possibilities
- Draft portions of the SPSA for school site council consideration




Agenda Requirements

- Must be posted in a public place 72 hours prior to the meeting.
- Includes the date, time, location, and each item of business.
- Review and approve past minutes




Agenda Requirements

- Unfinished Business
- New Business
- Committee Reports Provides time on the agenda for public comment.




Conducting the Meeting

- Provide a sign-in sheet for attendees.
- Provide copies of the agenda and all materials to SSC members and the public.
- Notify alternates for members that they may not vote and do not count toward a quorum (one more than 50%).
- Follow the contents of the posted agenda.




Conducting the Meeting

- Use an agreed upon procedure (e.g., *Roberts' Rules of Order- 10th Edition*) for conducting business.
- Provide opportunities for all members to discuss items on the agenda.
- Maintain minutes of the meeting.
- Maintain minutes of the meeting for 3 years.




Conducting the Meeting (Greene Act)

- The council cannot act on any item that was not included 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.
- Questions and brief statements for clarification may be made as long as there is no impact on students or staff.
- If these procedures are violated, upon demand of any person, the council must reconsider the item at its next meeting, after allowing for public comment on the item.




SSC Members should receive training on Roles and Responsibilities and Looking at Assessment Data (Data of all subgroups)




Effective Schoolsite Councils...

- Focus on improving student achievement for all students;
- Maintain a high degree of collaboration;
- Provide opportunities for shared leadership;
- Demonstrate good problem solving skills;
- Allow for all members and the public to freely express their opinions and points of view;
- Recognize and respect the individuality and creativity each member brings to the team;




Effective Schoolsite Councils...

- Come prepared with their materials and good ideas;
- Communicate with the larger school community about their progress;
- Encourage the use of good listening skills;
- Seek out information from broader school community; and
- Utilize a procedural guide (e.g., *Roberts' Rules of Order*) to assure that meetings are properly managed.



Resolving Disagreements

- Try to resolve a disagreement at the site level.
- The SSC or any member may request clarification on a policy/procedure from district office staff.
- The council or any member may request (in writing) assistance from the local board of education.
- Any individual who believes that the program is not meeting the intent of the law may file a formal complaint form using the district's Uniform Complaint Procedure.



In Closing....

- "Teamwork is the ability to work together toward a common vision. The ability to direct individual accomplishments toward organizational objectives. It is the fuel that allows common people to attain uncommon results." Andrew Carnegie



Thank you for your time and commitment in being a member of your school's School Site Council.

You are a valuable representative of the school community!

