

WELCOME SCHOOL SITE COUNCIL MEMBERS

Annual School Site Council Training

Focusing on School Improvement and Student Achievement



WORKSHOP TOPICS

- Requirements, Roles and Responsibilities of the SSC
- Council Composition (definitions)
- Duties of Officers/Members
- Tools for a Successful SSC
- Areas Outside the Scope of the SSC
- Guidelines for Conducting the Meeting

Why form a School Site Council?

Schools are required to form SSCs when they receive categorical funding from the state and federal government.



California Education Code mandates that schools write a plan to describe how categorical money will be spent.

A representative group of stakeholders develops this plan and makes decisions on how to spend the money according to the plan. (ED Code 52852)

PURPOSE OF SCHOOL SITE COUNCIL

School Site Councils perform an important role. They:

- Develop and approve the School Plan for Student Achievement
 - Sets and reviews school goals and selects specific improvements
 - Advises and constructs categorical budgets to support the goals and actions in the SPSA
 - Recommends and submits SPSA to the Board of Education
- Annually reviews and modifies the SPSA
 - Monitors and evaluates implementation of the SPSA
 - Evaluates the effectiveness of the Plan
 - Ensures alignment with the Local Control Accountability Plan
- Collaborates with Advisory Groups such as ELAC
- Encourages parent, family, and community involvement
 - Encourages broad representation of parents, community members, teachers and students
 - Includes all socioeconomic, ethnic, and programmatic groups represented in the school

SECONDARY COMPOSITION

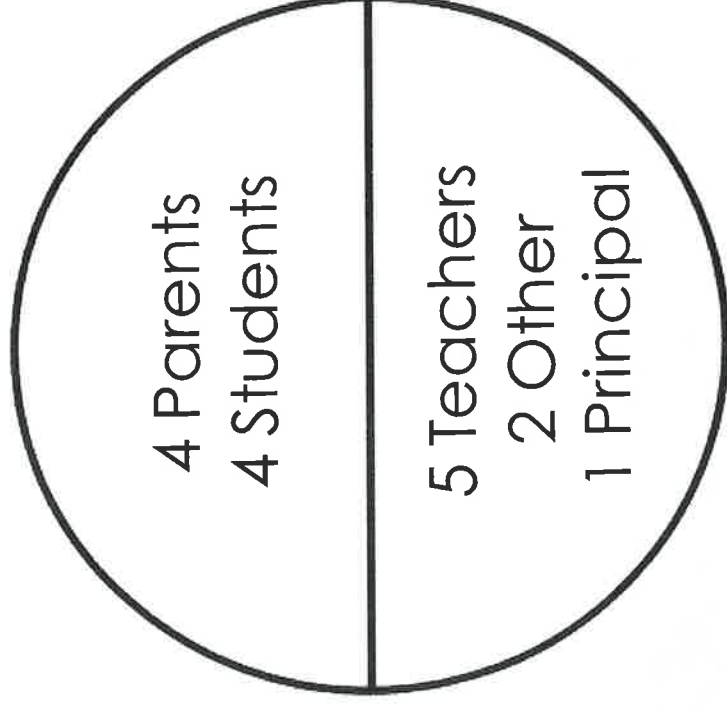
Parents or community members and students equally share $\frac{1}{2}$ of the council. Student participation in middle school is optional and should be defined in the council's bylaws.

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.

The Principal must always be a site council member.

Smallest council is composed of 10 members.



SECONDARY COMPOSITION

Council Size	Parents / Community	Students	Principal	Other Staff	Classroom Teachers
12	3	3	1	1	4
16	4	4	1	2	5
16	4	4	1	1	6
20	5	5	1	2	7
20	5	5	1	1	8
20	5	5	1	3	6
6*	2	1	1	1	1

Source: California Institute for School Improvement (CISI)

*Schools with less than 300 students

EXCEPTIONS

Special Education Centers

Special education schools and centers with secondary students may use the same composition as elementary schools, or they may choose to follow the same composition as comprehensive high schools.

Middle Schools

Middle schools may, but are not required to, include student representatives.

Continuation Schools

In continuation schools, the membership of the SSC shall be no fewer than eight members and shall be constituted to ensure parity. Half the membership shall be (a) the principal, two teachers, and one other school personnel (staff side): and half shall be (b) two parents or community members elected by parents and two students representatives elected by the entire student body.

(Education Code Section 33133-c)

SELECTION/ELECTION OF SSC MEMBERS

*Nomination
forms, ballots,
and election
results must be
kept for 3
years*.*



** 5 for Title I Schools*

SELECTION/ELECTION OF SSC MEMBERS - PRINCIPAL

The principal is a permanent member of the council.

The principal may not assign his/her responsibilities to a vice principal or other designee.

As a collaborative member of the SSC, the site principal has voting privileges to the categorical budget as any other member of the council. Any changes to the site SPSA plan need to be made by majority vote of the council.

SELECTION/ELECTION OF SSC MEMBERS - TEACHERS AND OTHER

- California Education Code requires that classroom teachers comprise the majority of that half of the SSC which represents school staff.

Other INCLUDES:

- **Classified personnel** (e.g., clerical, instructional, custodial and food services staff)
- **Administrative personnel** (e.g., assistant principals, certificated administrative assistants)
- **Certificated support staff**-not assigned as a classroom teacher of record (e.g., counselors)
- **Itinerant staff** (e.g., PSA Counselor, nurse, psychologist)

SELECTION/ELECTION OF SSC MEMBERS

OTHER

Other staff may include:

- Assistant Principals
- School Nurse
- Counselors
- Clerical Staff
- Paraprofessionals
- Custodial Staff
- Food Service Staff
- Coordinators
- Instructional Coaches
- Library Media Teachers
- Community Representatives
- Parent Resource Liaison

SELECTION/ELECTION OF SSC MEMBERS – PARENT/COMMUNITY

- Parent is defined as the parent or guardian of a student at a school, unless that parent is a paid employee of the school district at that site.
- Community is defined as any person having an interest in the local school process and is elected by parents to take one of their slots.
- 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 School Site Council reflect the school community, including all socioeconomic, ethnic, racial groups.

SELECTION/ELECTION OF SSC MEMBERS

STUDENTS GRADES 7 - 12

Middle Schools are not required to have student members, but it is strongly encouraged.

Processes to elect students should be addressed in the School Site Council bylaws. It is recommended that those specific to the selection of student members be approved by the student body at large.

PRIMARY RESPONSIBILITY OF THE SSC

A small part of monitoring the SPSA includes addressing and advising how categorical school funds should best be spent to meet students' academic needs.

But, the **primary responsibility** of the SSC is to monitor the effectiveness of the School Plan for Student Achievement (SPSA) and suggest changes to the plan as necessary.

Annually

review meeting
operating
procedures

develop an
annual meeting
calendar

review bylaws

**develop and
monitor** the
school's SPSA

Ongoing basis

become knowledgeable
of state and local issues
related to assessment,
curriculum, and instruction

communicate regularly
with representative
stakeholder groups

may **appoint** committees
to perform tasks to assist in
developing, monitoring, and
evaluating the SPSA

TOOLS FOR A SUCCESSFUL SSC

- Copy of School Site Plan including its adopted budget
- Copy of most recent Federal Program Monitoring (FPM) or Western Association of Schools and Colleges (WASC)
- Student achievement data (CAASPP, Reading and Math benchmark assessment results, ELPAC results, grades, attendance rates, suspension rates, etc.).
- Knowledge of the implementation of the various components of the SPSA.
- Ongoing information regarding the effectiveness of the strategies contained within the SPSA

TOOLS FOR A SUCCESSFUL SSC CONT.

- An understanding of the SSC's ability to make modifications to the SPSA as needed, based on data and available categorical funds.
- Local board policies.
- State and federal requirements.
- The District's core instructional program.
- The SPSA Budget including proposed overarching expenditures.
- Access to state content/performance standards, state frameworks, CDE publications

AREAS OUTSIDE THE SCOPE OF SCHOOL SITE COUNCILS

A School Site Council is NOT charged with being:

- A school management committee
- A policy-making body
- A political organization
- A personnel committee
- A grievance committee
- A fund-raising organization
- An extension of the PTSA
- A social group

RESPONSIBILITIES OF THE SSC

SSC responsibilities include:

- **Developing** the School Plan for Student Achievement (Ed. Code 52853, 64001)
- **Approving** the Plan
- **Recommending** it to the local governing board for approval
- **Monitoring** its implementation
- **Evaluating** the effectiveness of the planned activities *at least annually*

ROLE OF THE SSC

The actions of the SSC constitute the first step in a formal process for developing improvement strategies and for allocating resources to support these efforts.

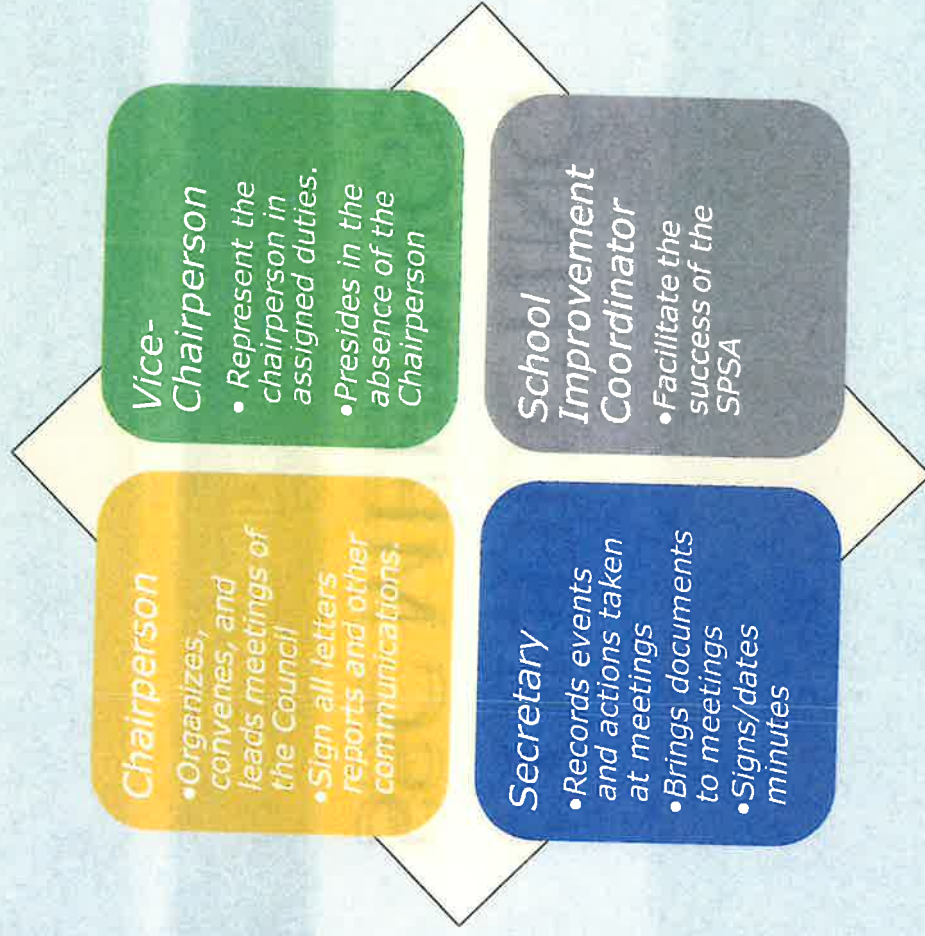
This formal process includes:

- SSC develops the School Plan
- Principal/school staff implement school plan
- Local governing board makes and interprets policy and approves plan
- Committees advise the SSC

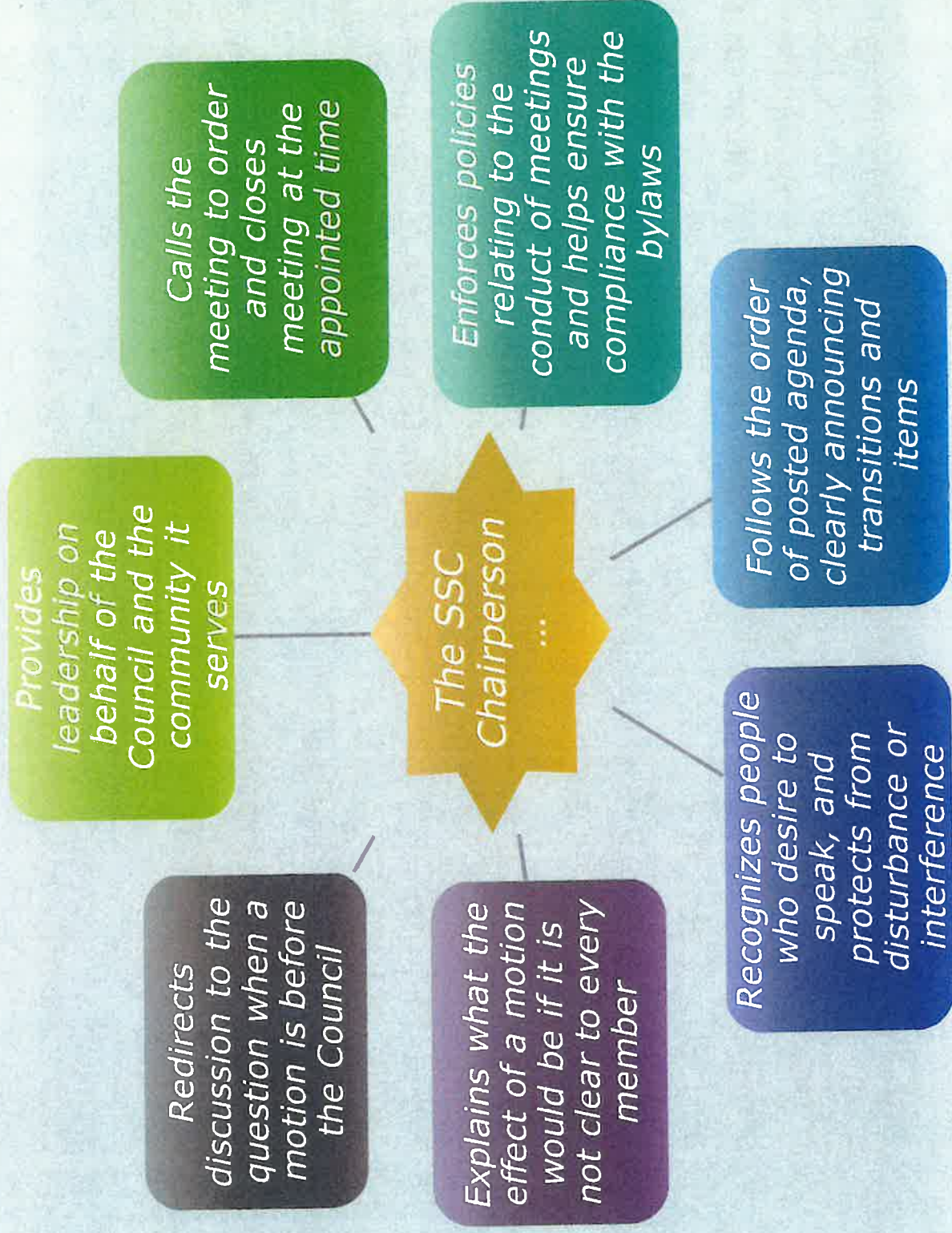
CONDUCTING SSC MEETINGS

GUIDELINES

DUTIES OF OFFICERS/MEMBERS



SSC CHAIRPERSON



SSC MEETING ESSENTIALS – MEETING PREPARATION

- Post the agenda 72 hours in advance (or 24 hours in advance in the case of an emergency meeting), specifying the date, time, location, and each item of business, especially if an action (vote) will be taken (Greene Act). Agendas must include date, time, location and each item of business.
- Agenda must be posted inside and outside of the building where the meeting will take place in view of the public (Greene Act)
- Create sign-in sheets showing the various constituencies (admin, teacher, classified, parent/community)
- Have all materials translated and interpretation service requested (Ed Code 48985) for schools with 15% or more of its students speaking a language other than English
- Provide copies of agenda and all materials to SSC members and the public (Greene Act)

SSC MEETING ESSENTIALS - CONDUCTING THE MEETING

- Follow the posted agenda, being sure to identify which items need action (a vote) (Greene Act)
- 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 there is no impact on students or staff.
- Follow agreed-upon operating procedures, clarifying with the Parliamentarian when necessary (e.g. Robert's Rules of Order)
- Allow the public to address the Council on any matter within the jurisdiction of the Council during the Public Comments section of the agenda (Greene Act)

CONDUCTING THE MEETING – ESTABLISHING A QUORUM



Call to Order

- Meeting is called to order.
- Members welcomed.

Role Call is taken

- Quorum is or is not established.
 - Quorum is the number of members that must be legally present in order to conduct business, 50% of the membership total + 1 member. See site by-laws for specific quorum requirements.
 - A quorum is required to conduct council business.



If No Quorum

- If a quorum is not present, the Chair waits until there is quorum, or until after a reasonable time, there appears to be no prospect that a quorum will assemble.
- If quorum cannot be obtained, the Chair calls the meeting to order, announces the absence of a quorum, and entertains a motion to adjourn, recess, or have an informational meeting.



CONDUCTING THE MEETING · VOTING

- Agendas need to indicate when an action/vote will occur, prior to posting of the agenda -include date, time, location of the meeting and each item of business.
- The council cannot act on any item that was not included on the posted agenda. Questions and brief statements for clarification may be made.
- Chairperson should clearly announce the results of the voting
- Absentees may not vote and do not count toward a quorum
- Minutes should reflect number of votes in favor, against, and abstentions
- A tie vote is a "lost" vote because no majority was obtained
- 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 MEETING ESSENTIALS, CONTINUED

- Provide opportunities for all members to discuss items on agenda
- Do not alter minutes after the Council has approved them, making them an official record of the meeting
- Maintain minutes, agendas and sign-ins of the meeting for 3 years (5 for Title I schools)
- Post the SSC agenda, minutes, and sign-in sheets on the school website no later than one week prior to the next SSC meeting. Within one week is recommended. Minutes should be posted as draft until approved by the Council at the following meeting.
- Furnish copies of meeting minutes or any other Council document to members or the public upon request (Greene Act)



MEETING MINUTES - SECRETARY

- Prepare in Advance – use the agenda as the template for meeting minutes.
- Take Minutes – **remember you may not tape record a meeting if the participants are not informed they are being recorded.**
- Minutes are meant to give an outline of what happened in the meeting, not a record of who said what. Include:
 - Date, time (start and end), and location of meeting
 - Roll Call of Members
 - Quorum Yes or No.
 - Action items and decisions made
 - The exact wording of the motion beginning with "I move".
 - The name of the mover (person who proposed the motion).
 - The result of the vote. If the vote succeeds, write "motion carried." If it fails, write "motion failed." Include exact vote such as 8 yes, 2 no, 0 abstentions.

MINUTES, CONTINUED

- Listen to reports and obtain copies.
 - Whenever a report, news bulletin, or similar item is read aloud, record the name of the report and the person reading it (or the name of the subcommittee that drafted it).
- If there is a motion attached, record it like you would any other motion.
- It's most practical to obtain a copy at the end of the meeting. Make a note to ask the reader or meeting leader (chairman or president) for a copy afterwards. You'll attach a copy of each report to the minutes once transcribed.
 - If copies are not available, instead note where the original document is kept. You may need to ask for this information after the meeting.
- If a member makes an oral report (instead of reading from a document), write a brief, objective summary of the report. Do not go into specific detail or quote the speaker verbatim.

Source [wikiHow EffectiveMeetings.com](http://wikiHow.com/EffectiveMeetings),
businessproductivity.com

MINUTES, CONTINUED

- Only if asked, record summaries of discussions.
 - Officially, minutes are a recording of what was done, not what was said. Minutes should not be a transcript of the meeting.
- When recording discussion, be as objective as possible.
 - Include concrete points, not opinions, and minimize the use of adjectives and adverbs.
 - Dry, factual, boring writing is your goal! Focus on action items, not discussion. The purpose of minutes is to define decisions made and to record what actions are to be taken, by whom and when.
 - Be objective. Write in the same tense throughout and avoid using people's names except for motions or seconds. This is a business document, not about who said what.
 - Avoid inflammatory or personal observations. The fewer adjectives or adverbs you use, the better. Dull writing is the key to appropriate minutes.
 - Do not refer to people by name during the discussion summary. This is especially important during heated arguments that might cause offense.
- You may ask lengthy motions to be submitted in writing if you cannot record them accurately.
 - If this is a recurring problem, ask between meetings if this can be made official policy for motions above a certain number of words.



BYLAWS

- ✓ Are not required by Ed Code; however, they are an established practice within LHS. The presences of bylaws and their application to Council practice is preventative and protective of Site Council members and their actions.
- ✓ Serve as a guide for the council's actions and helps to keep it compliant with Ed Code and Board Policy/Administrative Regulations
- ✓ Should be reviewed annually should be updated at least every two years.
- ✓ Post copies of updated bylaws to your school website.



BYLAWS^{CONT.}

- ✓ A copy of the SSC bylaws should be provided to all members.
- ✓ The Chairperson of the SSC should annually review the bylaws with the council members.
- ✓ Each member of the council should take time to review the bylaws.
- ✓ Any material provided to a School Site Council should be made available to any member of the public who requests the materials pursuant to the California Public Records Act [Chapter 3.5 (commencing with section 6250) of Division 7 of Title I].



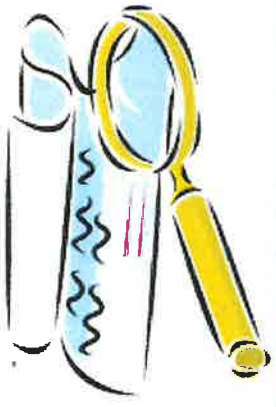
BYLAWS CONT.

Schools are encouraged to have procedures for the selection/election of members written into the SSC's bylaws.



The following are suggested provisions.

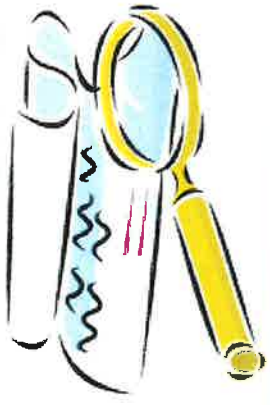
1. Means of electing members and officers
2. Terms of office of members and officers
3. Notice of elections for each peer group
4. Responsibilities of the council
5. A policy on non-discrimination



BYLAWS

Recommended Content of Bylaws

- Name of Organization
- Role of the Council: Purpose & roles of council (job description)
- Members: Size of council, procedures, for election of members, terms of office, filling vacancies, termination & transfer of membership.
- Officers: Methods for officer nomination, voting, election, filling officer vacancies, terms of office and duties



BYLAWS CONT.

- Committees—Description of standing or special committees
- Meetings—Description of date, time & place of meetings
- Conduct of the Meeting/Parliamentary Authority—Describes the procedures for conducting the meeting
- Amendment of Bylaws—Describe the procedures for amending the bylaws

See *The Administrator's Guide to School Site Councils 2nd Edition* by School Innovations & Advocacy (SI&A)

UNIFORM COMPLAINT

- Address Violation of Civil Rights
- Completed Form Sent to Assistant Superintendent of Administrative Services.
- District - 60 Days To Complete Investigation and Respond
- Appeal –
 - Filed with LUHSD Board of Education
 - Within 5 days of receiving written response
- Appeal to LUHSD Board Response -
 - Filed to California Department of Education
 - Within 15 days of District response
 - In Writing

ENGLISH LEARNER ADVISORY COUNCIL

- Each California public school, grades kindergarten through 12, with 21 or more English learners must form an English Learner Advisory Committee (ELAC).

Requirements for ELAC elections include:

- Parents of English learners comprise at least the same percentage of the ELAC membership as English learners constitute of the school's total student population. For example, if 25 percent of the students in a school are English learners, then parents/guardians of English learners must comprise 25 percent of the ELAC membership.
- Other members of the ELAC can be parents/guardians, school staff, and /or community members as long as the minimum percentage requirements for EL parents is maintained.

THE ROLE OF THE ENGLISH LEARNER ADVISORY COUNCIL

- The ELAC shall be responsible for advising the principal and staff on programs and services for English learners and the School Site Council on the development of the Single Plan for Student Achievement (SPSA).
- The ELAC shall assist the school in the development of:
 - The school's needs assessment.
 - The school's annual language census.
 - Ways to make parents aware of the importance of regular school attendance.

SSC ROLES AND RESPONSIBILITIES

FUNCTIONS OF SCHOOL PLAN DEVELOPMENT AND IMPLEMENTATION

