



2020-2021

# **School Site Council and ELAC Handbook**

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## Function and Operation of School Site Council (SSC)

The following **general information** applies to all schools:

- The **State Legislature and Governor** establish laws that govern the operations of all school districts in California. These are contained in the California Education Code.
- The **State Board of Education** sets forth the policies and procedures for all districts in California. These appear in Title 5 of the California Code of Regulations.
- The **School Board** sets the policies of the district.
- The **Administration** makes decisions that are consistent with board policies regarding the operation of the school and the implementation of the educational program. These decisions are guided in AR – Administrative Regulation.
- **Employee-School Board Contractual Agreements** must be followed (i.e.: CTA, CSEA, etc.).
- **Bylaws** – Each School Site Council should have a set of bylaws that guides site council operations.

**MEMBERSHIP** – *The School Site Council (SSC) membership includes two equal halves and is specified in the California Education Code as follows:*

The SSC shall be composed of the principal and representatives of: teachers selected by teachers at the school; other school personnel selected by other school personnel at the school; parents of students attending the school selected by such parents; and in secondary schools, students selected by students attending the school.

**At the elementary level**, the SSC shall be constituted to ensure parity between (a) the principal, classroom teachers, and other school personnel; and (b) parents or other community members selected by parents. In schools with fewer than three teachers, this requirement may be met by establishing a SSC that is composed of equal numbers of school staff and parents or other community members selected by parents. *(Contact the Co-Op for a waiver if you are a small school with less than 3 teachers - this waiver must be approved by the SSC every two years.)*

**At the secondary level**, the SSC shall be constituted to ensure parity between (a) the principal, classroom teachers, and other school personnel; and (b) equal numbers of parents or other community members selected by parents, and students.

**At both the elementary and secondary levels**, classroom teachers shall comprise the majority of persons represented under subdivision (a) of this section.

## Legal Requirements

- The School Site Council is **required to develop the Single Plan for Student Achievement (SPSA)**.
- LVUSD must assure "that School Site Councils have developed (reviewed/revised) and approve a plan, to be known as the **Single Plan for Student Achievement (SPSA)** for schools participating in programs funded through the **Consolidated Application (ConApp)** process, and any other school program they choose to include..." Programs funded through the ConApp: Title IA, Title ID, Title IIA, and Title IIIA. EC 64001 (a)

- School plans **must** be developed "with the review, certification, and advice of any applicable school advisory committees..." (ELAC & DELAC). EC 64001 (a)
- The content of the plan must be aligned with school goals for improving student achievement. EC 64001
- School goals must be based upon "an analysis of verifiable state & local test data." Primarily EC 64001 (f)
- The plan must address how **Consolidated Application** funds will be used to "improve the academic performance of all pupils to the level of the performance *goals*, as established by the Academic Performance Index and the *goals* in the Plan." EC 64001
- Plans must be reviewed and approved by the governing board of the local education agency "whenever there are material changes that affect the academic programs for students covered by programs" funded through the Consolidated Application.

## **Timeline for School Site Councils**

The following actions are required of the School Site Council (SSC):

### ***September-October: Analyze Student Achievement Data***

- Analyze Student Performance — CAASPP, CELDT, Local Assessments and Diagnostics
- Analyze Instructional Program
- Measure Effectiveness of Current Improvement Strategies Using State Tools to Determine Critical Causes of Student Underachievement (i.e. Academic Program Survey, District Assistance Survey, California Healthy Kids Survey, English Learner Subgroup Self Assessment)
- Identify Achievement Goals and Key Program/Improvement Strategies that Align with the District LCAP (suggested number: 2-5 specific, measurable, attainable, realistic, timely)

### ***November-January: Goals, Timelines and Accountability***

- Define LCAP-aligned goals, Personnel Responsible, Proposed Expenditures and Funding Sources to Implement the Plan
- Submit Plan to Director of Categorical Programs for Review

### ***February-May: Implementation and Monitoring***

- Monitor implementation of the plan, gather data, and reflect on progress

### ***June: Part III Reflection***

- Complete the SPSA Reflection and work with the leadership team to draft SPSA for the next year

## **Modifying the Plan**

The Single Plan for Student Achievement (SPSA) may be modified at any time by the SSC.

- It must go back to the Local Governing Board for approval any time there is a "material change."
- Budget Revisions of 10% or more. Be sure to leave out educational jargon and phrases that are pretentious, vague, or convoluted. Spell out acronyms so the general public can understand the plan.

## Meeting and Records Requirements

- Meet on a regular basis to become informed (usually 5 to 7 times a year), share information, discuss needs and successes, and plan program improvements.
- Maintain records including election results, sign in sheets, correspondence, agendas, minutes, with Advisory Group input.

### Other Requirements

- Annually update Safe School Plan.
- Participate, if required, in Federal Program Monitoring (FPM) review.
- Review Legal Assurances, Consolidated Categorical Programs. See Director of Categorical Programs for this information
- Provide an atmosphere in which members freely express their feelings and points of view.
- Provide necessary requested paperwork.
- Elect and send a member from your SSC to be a part of the LVUSD District Advisory Committee.

## Decision Making Guidelines

Decisions must be legal.

Decisions must be compliant with the laws and regulations for each categorical program. Decisions must follow District Board policy.

## Parental Involvement

Las Virgenes Unified School District strongly supports the involvement of all parents, including parents of ELs, in the educational process of their children. Research has shown that parental involvement benefits the student, as evidenced by higher academic achievement.

***Governance and leadership opportunities include the following:***

### **District English Learner Advisory Committee (DELAC)**

The California Department of Education requires districts having 51 or more ELs to form a functioning advisory committee to represent all EL's. The Director of Instruction with Ventura County Office of Education consultants coordinates this committee and ensures the requirements regarding composition of the group, elections, tasks, and training are met.

The DELAC is required to advise the District's Board of Education (in person and/or in writing) on the following:

- Development/revision of District Master Plan for English Learners, taking into consideration the Single School Plans for Student Achievement.

- Conducting a district-wide needs assessment on a school-by-school basis.
- Establishment of a district program, goals, and objectives for services and programs for EL's (ex: funding).
- Development of a plan to ensure compliance with any applicable teacher and instructional aide requirements.
- Administration of the annual CALPADs report
- Review/comment on the District's reclassification procedures established based on the Education Code (Section 52164.4).
- Review/comment on the written notifications required to be sent to parents/guardians upon initial registration.
- Any waiver request that might affect programs and/or services for ELs.

### **English Learner Advisory Committee (ELAC)**

Each school site with 21 or more EL's must form a functioning English Learner Advisory Committee (ELAC) or a subcommittee of an existing advisory committee. Minutes of these meeting need to reflect discussions held. This committee advises as follows:

- Advise the principal and staff on the program for English Learners.
- Advise the School Site Council on the development of the Single Plan for Student Achievement.
- Assist Principal and staff on: the needs assessment, CALPADs data and school's effort to keep parents aware of the need and importance of regular attendance.

### ***Ongoing clear and timely communication is provided as follows:***

#### **School-Parent-Student Information**

- Information related to school and parent programs, meetings, and other activities will be provided to parents in a user friendly way and, when possible, in other languages. Information may include explanations of the curriculum, the assessment program, the academic expectations, and how parents can support their children academically.
- At a minimum, annual conferences, report cards, access to staff, opportunities to volunteer/observe, and attendance at Language Appraisal Team meetings will be offered.

### ***Parent Education Opportunities:***

#### **Family Nights and Parent Trainings**

- School sites conduct math, reading, science, and engineering nights using state/board adopted materials to familiarize parents with these programs.
- Parent trainings offered at ELAC and DELAC meetings.
- A variety of topics are offered by school counselors at information evenings throughout the district.