Guide to the Single Plan for Student Achievement

A Handbook for Schoolsite Councils

I. Introduction and Background

Senate Bill 374
Single Plan for Student Achievement

Requires each school to consolidate all plans required by Consolidated Application Programs into a single plan for student achievement.

Purposes of the "Single Plan"

- **Consolidate all school plans**
- **Align content of single plan with school goals**
- **Base school goals on Academic Performance Index (API) and the California English Language Development Test (CELDT)**

(Education Code sections 64001(d),(f))

Senate Bill 374 establishes umbrella requirements for the Single Plan

Single Plan Requirements

The schoolsite council:

Develops and approves the plan,

Consolidates plans for all programs operated at school

Aligns plan with school goals

Bases school goals on verifiable state data

Decides how funds will be used to improve academic performance

Annually updates plan and budget

The local governing board approves the plan

II. Organizing the SSC

School Advisory Committee (SAC-if established) and English Learners Advisory Committee (ELAC) Responsibilities

- **Advises the SSC on needs of student groups**

- **Reviews the Plan**

- **Certifies involvement**

(Education Code Section 64001)

SSC Responsibilities

Plan, monitor and evaluate the activities and expenditures for Consolidated Application programs operated at the school to improve student achievement.

(Education Code Section 64001)

District Office Responsibilities

The district office provides:

• **Assessment data**

• **Information on standards & curriculum**

•**Guidance and assistance in the development of the plan**

•**Staffing, purchasing and accounting services**

District Governing Board Responsibilities

• Approve or disapprove the Single Plan for Student Achievement and its subsequent revisions

• Certify that school plans are consistent with local improvement plans required for federal funding

FUNCTIONS OF SCHOOL PLAN DEVELOPMENT AND IMPLEMENTATION

Schoolsite Council

Develops & monitors the Plan

School Advisory Groups

Advise the schoolsite council

Governing Board

Approves or disapproves the Plan

District/School Administrative Team

Implements the Plan

DISTRICT provides leadership and support

School Site Council (SSC) Composition

Education Code Section 52852 (formerly 52012) specifies that a school improvement plan shall be developed by a school site council (SSC). The law says, "The SSC shall be composed of the principal; representatives of teachers selected by teachers at the school; other school personnel selected by peers at the school; parents of pupils attending the school selected by such parents; and, in secondary schools, pupils selected by pupils attending the school."

Composition of an Elementary School Site Council (SSC)
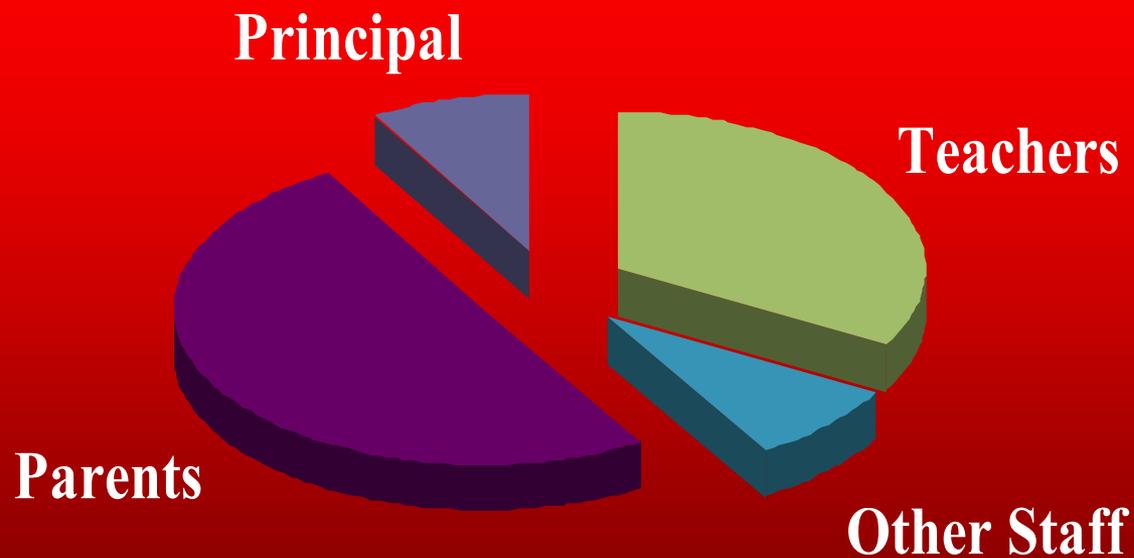
Selection of SSC Members

Board policy or SSC bylaws should specify:

1) Means of selecting 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 of non-discrimination

Officers

The council will need officers, including:

1)   Chairperson

2)   Vice-Chairperson

3)   Secretary

4)   Parliamentarian

5)   Other officers as needed

The School Principal

1) Is a member of the council

2) Provides information and leadership

3) Administers the approved plan

4) The principal may not veto council decisions or change the approved plan.

Committees

The council may appoint committees to:

1) Gather and analyze information

2) Propose strategies for improving instruction

3) Examine materials, staffing, or funding

4) Draft portions of the plan for consideration

Rules of Order

The council must observe the Greene Act:

1) Meetings must be open to the public

2) The public may address the council

3) Meeting notice posted 72 hours in advance

4) Notice must specify date, time and place

5) Council action limited by the posted agenda

6) Questions or information need not be on the agenda

7) Violations require the item to be reconsidered at the next meeting after public input

Bylaws

While not required in the statute, bylaws guide the council beyond the Greene Act requirements.

Records

The council needs to maintain records of:

1) **Elections**

2) **Official correspondence**

3) **Agendas and minutes of meetings**

4) **Evidence of advisory group input**

5) **Prior year school plans**

Essential Information

The council needs information:

1) Input from advisory groups

2) School allocations from Consolidated Application or

CARS

1) Local board policies

2) State and federal requirements

3) Sources of information on programs

4) Student performance data

5) The school's program of instruction

County Offices

May provide information and training for administrators and SSCs, and may operate consolidated programs cooperatives.

Cycle of Plan Development

The Single Plan is a continuous cycle:

1) Select and train council members

2) Obtain input and analyze student data

3) Develop the plan and related expenditures

4) Obtain governing board approval

5) Monitor and evaluate

6) Amend the plan as needed

III. Developing the Plan

The SSC takes the following actions in developing a Single Plan for Student Achievement

1. Obtain Input

The SSC is responsible for the contents of plan, with the review, advice and certification of all applicable advisory committees.

The council should seek the widest communication with students, parents, staff and community to ensure success of the plan.

2. Review School Characteristics

- **School Vision and Mission**
- **School Profile**
- **School Demographics**
- **School Accountability Report Card**

3. Analyze Local Practices

- **Alignment of instruction to standards**
- **Regular and categorical programs**
- **Use of assessments and student work**
- **Locus of low performance**
- **School and community barriers**
- **Limitations of the current program**

4. Analyze Student Performance

- **Academic Performance Index (API)**
- **STAR Reports**
- **Content Standards Test**
        Performance Level Reports

    Scaled scores
- **English Language Development Test**
- **California High School Exit Exam (CAHSEE)**
- **California Alternative Performance Assessment (CAPA)**
- **Student work by all student groups**

5. Establish School Goals

The SSC must:

• Establish school goals for improving student achievement, based on their analysis of state and local academic performance data;

• Establish expected gains for under-performing student groups;

• Align activities with school goals.

6. Review Available Resources

- **School allocations as given in the Consolidated Application**
- **Other school programs the SSC chooses to include**
- **Resources provided by the district**
- **Community resources**

7. Select Specific Improvements

The council must:

• **Align content of the Single Plan with school goals for improving student achievement.**

• **Determine how funds will be used to improve academic performance of all students to the level of school performance goals.**

  –**For details on specific program requirements, refer to the CDE Template for the Single Plan at**

<**www.cde.ca.gov/ccpdiv** >

8. Consider Centralized Services

• Centralized services are instructional or support activities performed by district staff from funds allocated to the school.

• Centralized services require the approval of the SSC, and must support the goals of the school plan.

Certification of Advisory Committee Input

The SSC may wish to document the following actions:

- **Request for advice from advisory committee(s)**

- **Consideration of advice at SSC meeting**

- **Sharing draft plan with advisory committee(s)**

- **Consideration of additional advisory input**

- **Sharing final draft with Advisory committees(s)**

- **Recommendation of plan to local governing board**

   Note: if advisory committee refuses to certify input, the local governing board decides whether to approve or send plan back to SSC for revision.

9. Recommend Plan to Local Governing Board

- The SSC must recommend the plan, expenditures and revisions to the Governing Board for approval

- Consolidated Programs may not be operated without SSC and Governing Board approval.

10. Monitor Progress

The SSC must monitor implementation of the approved plan, and amend it as needed to insure targeted gains in student academic performance.
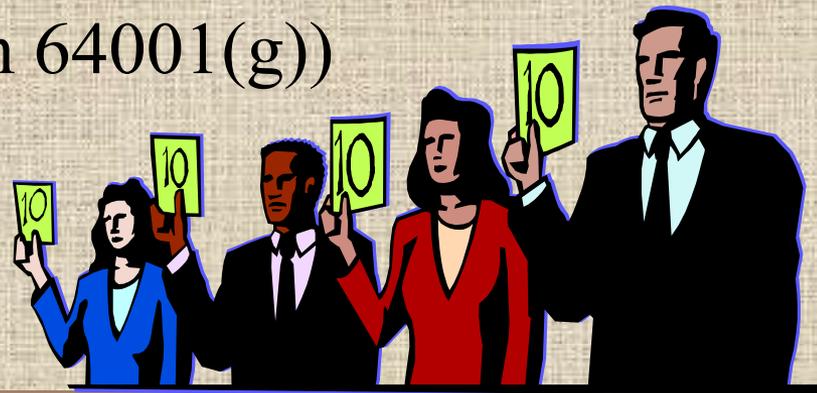
11. Evaluate Effectiveness of Planned Activities

The plan must:

• Establish the means of evaluating progress towards the school goals.

• Identify how state and federal law will be implemented

(Education Code Section 64001(g))

10/10/14

12. Modify the Plan

The Single Plan must be:

• **Reviewed and updated at least annually with proposed expenditures**

• **Reviewed and approved by the local governing board**

• **Modified as needs indicate**

Links to Visit

Single Plan for Student Achievement:

http://www.cde.ca.gov/ccpdiv/singleplan

Public Schools Accountability Act:

http://www.cde.ca.gov/PSAA

State Testing and Reporting data:

http://data1.cde.ca.gov/dataquest/

Consolidated Programs:

http://www.cde.ca.gov/ccpdiv/