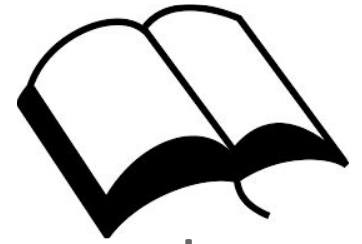


# ***What is the School Site Council?***

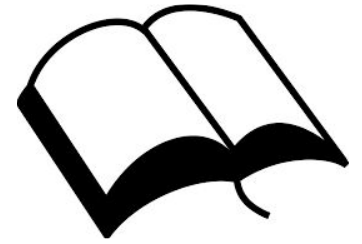
**2021-2022**

# ***Education Code***



- Districts are required to annually review and revise a Local Control and Accountability Plan (LCAP)
- School Site Councils (SSC) must annually revise a Single Plan for Student Achievement (SPSA)

# ***Education Code***



- The LCAP must be shared with, and input requested from, school site level advisory groups (such as SSC)
- The SPSA needs to be consistent with the LCAP

# *School Governance*



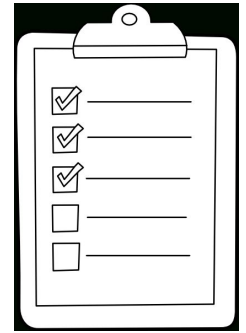
- The **SSC** writes the SPSA and develops the budget
- The **principal/school** staff implement school plan
- The **local governing board** makes and interprets policy and approves plan

# *Responsibilities of the SSC*



- Analyze the academic achievement of the students at the school, including student groups
- Develop plans to meet needs identified by data
- Work with other school and parent advisory groups to develop/revise the SPSA (ELAC will provide written input)

# ***Responsibilities of the SSC***



- Approve the SPSA and all proposed expenditures, in accordance with all state and federal laws and regulations
- Provide ongoing monitoring of the implementation of the SPSA and suggest changes as needed

# ***Responsibilities of the SSC***



- Annually evaluate the effectiveness of the SPSA
- Recommend SPSA to the local governing board for approval
- Participate in reviews of the SPSA and school programs for compliance and quality

# *Areas Outside the Role of SSC*



- School management
- Policy-making
- Political organizations
- Site personnel decisions
- Acting as a grievance committee
- Fund-raising
- Acting as an extension of the PTSA or site social group



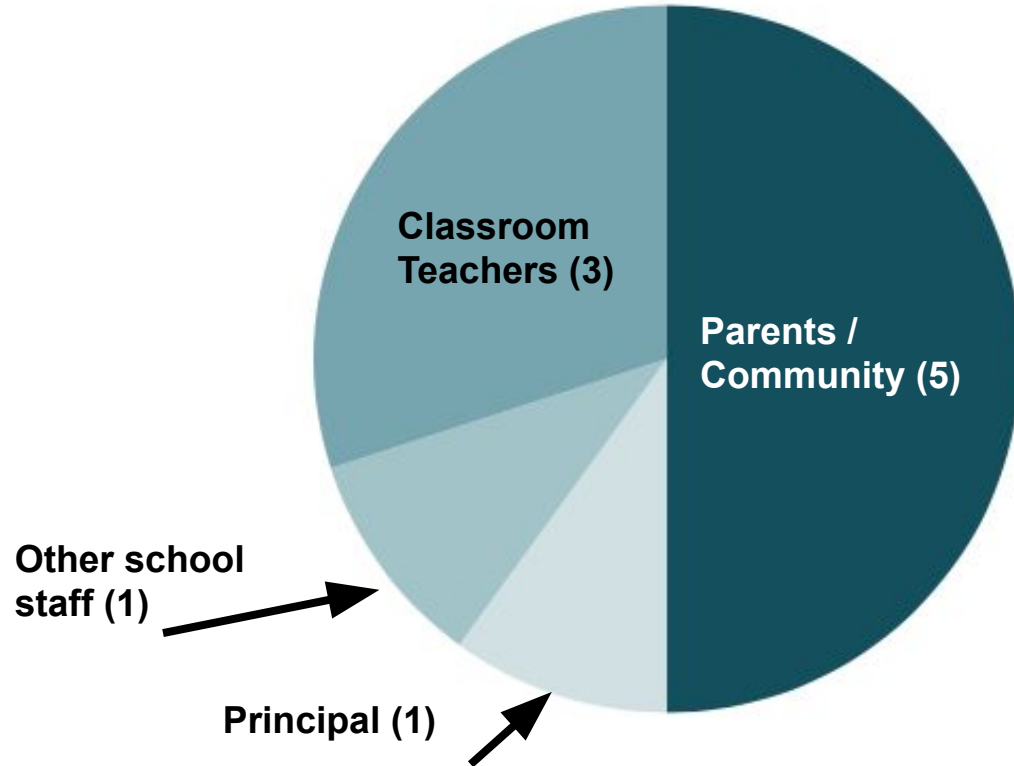
# *Composition of the SSC*



- Parity between school personnel and parents/community
- Each stakeholder group selects its representatives
- Classroom teachers constitute the majority of school staff represented on the SSC

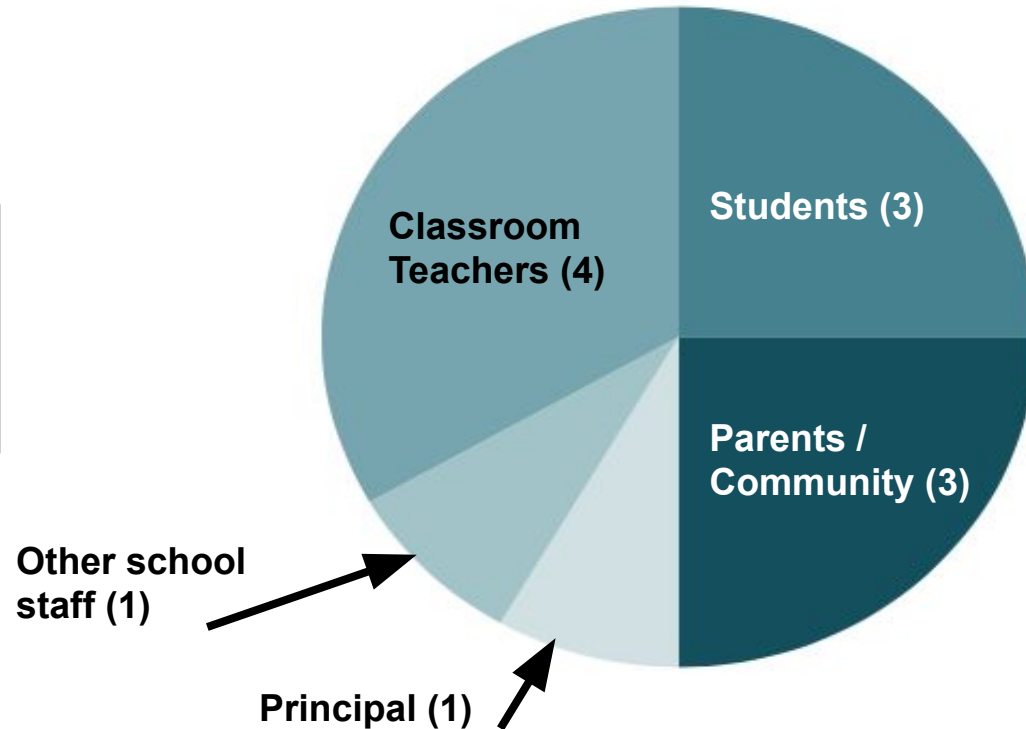
# *Elementary SSC Composition*

*Minimum 10  
members*

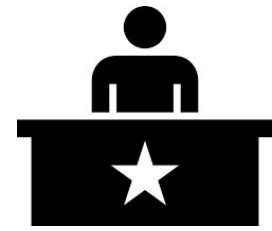


# ***Secondary SSC Composition***

*Minimum 10  
members*



# ***The Principal***



*The principal is an active, voting member of the council*

- SSC attendance and responsibilities cannot be permanently assigned to an assistant principal or other designee
- 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

# *SSC Officer Roles*



## **Chairperson**

Organizes, convenes, and leads SSC meetings; collaborates to develop agenda

## **Vice Chairperson**

Presides in the absence of the Chairperson; possible successor to Chair if stated in bylaws

## **Secretary**

Records events and actions taken at SSC meetings; brings documents to meetings; signs and dates minutes

## **Parliamentarian**

Resolves questions of procedures, often with the help of Robert's Rules of Order, supports the Green Act and bylaws

# ***SSC Members Responsibilities***



- Read/be familiar with SSC bylaws
- Take collective responsibility for performance
- Attend meetings regularly
- Communicate regularly with representative stakeholder groups
- Become knowledgeable about state and local issues (curriculum, instruction, assessment)

# ***How to Conduct Meetings***



Meetings are subject to the requirements of the Greene Act and Robert's Rules of Order:

- Notice of the meeting must be posted at the school site in an accessible place at least 72 hours before the meeting (*Greene Act*)
- The notice must specify the date, time, and place of the meeting and the agenda items, especially action items (*Greene Act*)

# ***How to Conduct Meetings***



- Meetings must be open to the public (*Brown Act*)
- Have enough copies of the meeting materials available for the public upon request (*Greene Act*)
- Have all materials translated and interpretation service requested (*Ed Code 48985*)



# *How to Conduct Meetings*



- Follow agreed-upon operating procedures (*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*)
- If these procedures are violated, upon demand of any person, the council must reconsider the item at its next meeting, after allowing for public input on the item

# ***How to Conduct Meetings***



## Call Meeting to Order

- Welcome members
- Take roll
- Determine if quorum is present (over 50% of membership)
  - *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*

# ***How to Conduct Meetings***



## Follow the Posted Agenda (*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 to the agenda for action*
- Items need a “motion” and a “second” to be considered
- Members vote in favor, against, or abstain
- Chair announces results of vote

# ***After the Meeting***



## **Meeting Minutes**

- Minutes should reflect number of votes in favor, against, and abstentions
- Approve minutes at next meeting (sign and date)
- Maintain all records for 5 years
- Provide copies of meeting minutes or any other Council document to members or the public upon request (*Greene Act*)

# *Accountability*



The School Board, Administration and SSC have separate but related responsibilities. Should an impasse occur, several remedies are available:

- The council may appeal to the district board.
- The administration may recommend the Board not approve a plan.
- Individuals may file a formal complaint under the district's Uniform Complaint Procedure.
- The local governing board may develop policies to regulate or inform councils and staff in the performance of their duties.

# ***Title I, Part A ~ Use of Funds***



*The activity/expenditure:*

- Is aligned to meet the challenging State academic content standards
- Meets a need identified through a comprehensive needs assessment
- Is an evidence-based educational strategy
- Is a reasonable, necessary, and allocable cost
- Is included in the Single Plan for Student Achievement (SPSA)

# ***Title I, Part A ~ Use of Funds***



*The SPSA:*

- Has been reviewed, approved, and recommended by the SSC to the local governing board
- Has been approved by the local governing board
- Is annually evaluated for progress towards goals