

School Site Council Orientation

PRESENTED BY:

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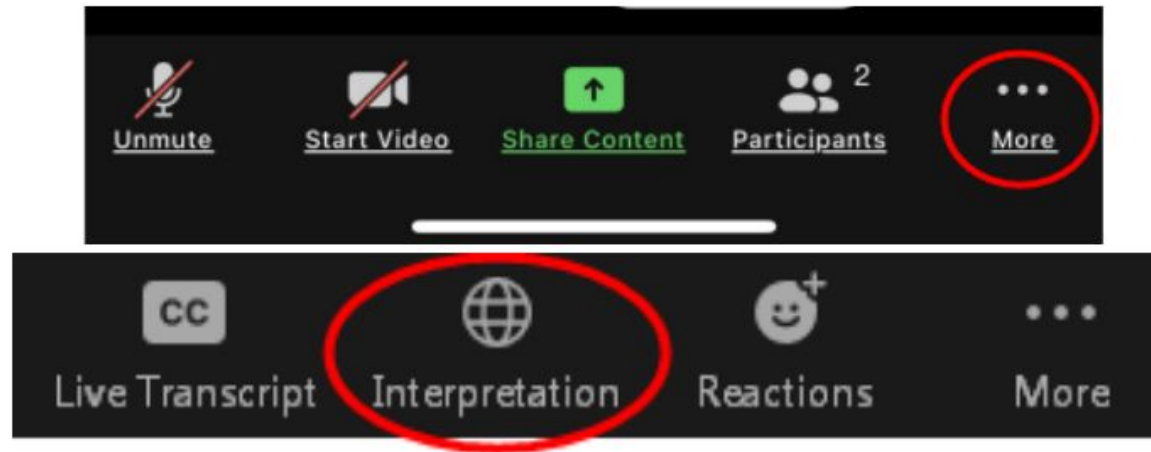


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Translation Services

Si está en esta reunión usando Zoom,
busque el globo terráqueo en su barra de herramientas



Si no tiene acceso al globo de Zoom,
llame para escuchar la reunión

Línea de interpretación en español

1 + (727) 731-1872



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Agenda

1. School Site Council Overview
2. Introducing the School Plan for Student Achievement (SPSA)
3. Importance of Bylaws
4. Data



School Site Council (SSC)



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Funds Overview: Supplemental vs. General

Supplemental Funds:

- Federal Funds -- Title I
- State Funds -- LCAP 0795

General Funds:

- Salaries -- Teachers and Principal
- Facilities
- Site Discretionary Funds



School Site Council Definition and Mission

A School Site Council (SSC) is a group of teachers, parents, administrators, and interested community members who work together to develop and monitor the School's Plan for Student Achievement (SPSA).

It is the school's governing committee that determines the best use of allocated Supplemental funds in order to provide an optimal academic experience for each of their students.



More about School Site Councils

It is a legally required decision-making body for any school receiving Title I funds. Schools are required to form SSCs when they receive this supplemental funding from the Federal Government.

As part of the formation of the Council, schools are required to hold elections with the utmost transparency.

To fill vacancies, always check your bylaws first.



Questions for Discussion

1. What kinds of funds do we use the SPSA for?
2. What is the focus of these funds?
3. Is the school site council an advisory committee?



School Plan for Student Achievement (SPSA)



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School Plan for Student Achievement

It is the plan that incorporates the supplemental activities and expenditures that the school will use to improve student achievement, especially for our low income and under performing students.

- Each plan is grounded in the school's student data
- It is divided by school goals in multiple areas
- It includes the current budgets and allocations for the school year
- It indicates how much money the School Site Council decided to spend, on which areas



SPSA Goals

Goal 1: Deeper Learning -- Language and Literacy

Goal 2: Deeper Learning -- Mathematics

Goal 3: Deeper Learning -- English Language Development

Goal 4: Deeper Learning -- Visual and Performing Arts

Goal 5: Relationship-Centered Schools -- Attendance and Absenteeism

Goal 6: Relationship-Centered Schools -- School Climate and Social-Emotional Learning

Goal 7: Relationship-Centered Schools -- Parent Engagement

Goal 8: WASC and Graduation Rates (High School Only)



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What to consider when you are deciding how to use the Supplemental Funds allocated to your site

- The activity/expenditure is aligned to meet the challenging State academic content standards
 - ◆ (Every Student Succeeds Act [ESSA] sections 1112[a][3][B][i] and 1112[b]);
- The activity/expenditure is an evidenced-based educational strategy
 - ◆ (ESSA sections 1003[b][1][B]; 1114[d]; and 1115[h]);



What to consider when you are deciding how to use the Supplemental Funds allocated to your site

- The activity/expenditure is reasonable, necessary, and allocable cost to the program
 - ◆ (2 CFR 200.404 - 200.405);
- Title I, Part A funds used supplement the funds that would, in the absence of such funds, be made available from State and local sources, and do not supplant such funds
 - ◆ (ESSA Section 1118[b][1]);



Examples of Evidence-Based Expenditures

- Professional development for teachers that has been researched and shown to be effective in raising student academic achievement
- Intervention program for students that has been researched and shown to be effective in raising student academic achievement

Non-examples:

- goody bags for students who had perfect attendance
- pencils for classrooms
- food/pizza parties/etc.



The Greene Act



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THE GREENE ACT

School/District Councils & English Learners Committees

ED 35147

1. Any meeting held by a council or committee shall be open to the public.
2. Any member of the public shall be able to address the council or committee during the meeting on any item within the subject matter jurisdiction of the council or committee.
3. Notice of the meeting shall be posted at the school site or other appropriate place accessible to the public* at least 72 hours prior to the meeting.
4. The meeting notice shall specify the date, time, and location of the meeting and contain an agenda describing each item of business to be discussed or acted upon.
5. The council or committee may not take any action on any item of business unless a) the item appeared on the posted agenda, or b) the council or committee members find, by unanimous vote, that there is a need to take immediate action and that the need for action came to the attention of the council or committee subsequent to the posting of the agenda.



6. Questions or brief statements made at the meeting by members of the council, committee, or public need not be described on an agenda as items of business if those questions or statements a) do not have a significant effect on pupils or employees in the school or school district; or b) can be resolved solely by the provision of information.
7. If a council or committee violates the procedural meeting requirements described above, and upon the demand of any person, the council or committee shall reconsider the items at its next meeting after allowing for public input on the item.
8. Any materials provided to a school site council shall be made available to any member of the public who requests the materials pursuant to the California Public Records Act.

*** Notices and agendas should be posted in an area that is visible to all members of the school community, including parent s/guardians.**



The Greene Act

Take a moment to read over the Greene Act handout.

- Why do you think it is important to post agendas 72 hours in advance?
- Why do you think it is important to post the location, date, and time?



SSC Composition Regulations



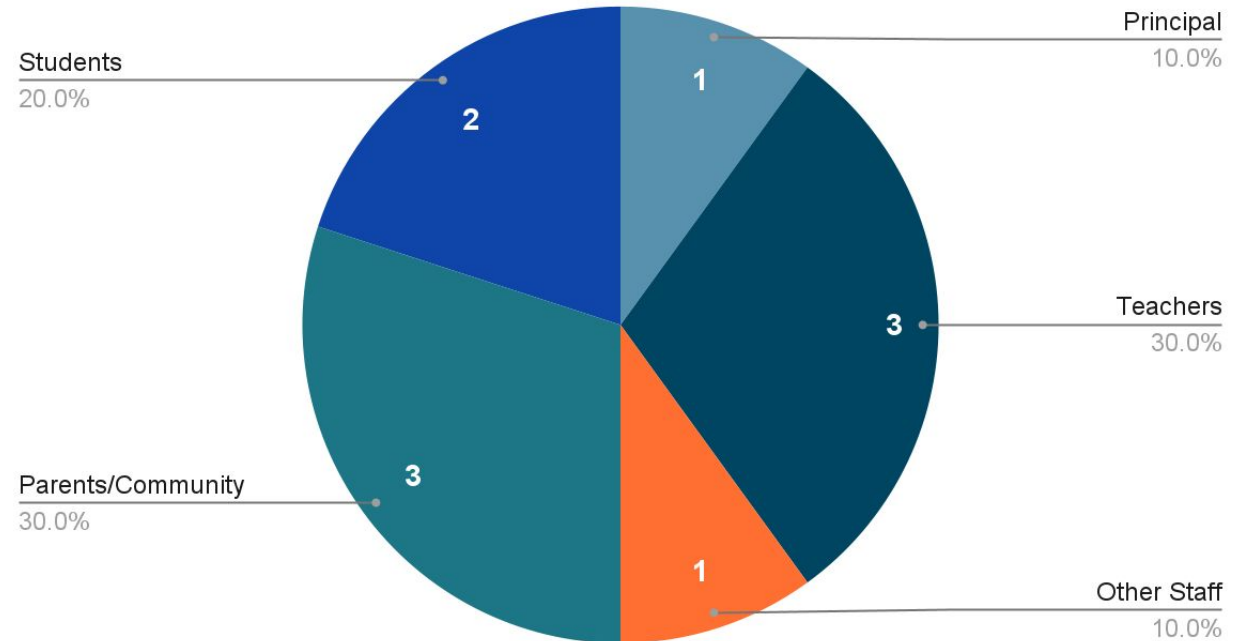
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Secondary Composition

Members:

- Principal
- Classroom Teachers (elected by other classroom teachers)
- Other School Staff (elected by other staff members)
- Parents (elected by other site parents)
- Community Members (elected by other site parents)
- Students (elected by other students)

Sample Secondary SSC Composition



Sample Secondary SSC Compositions

Sample Secondary SSC Sizes					
Council Size	Parents	Students	Principal	Other Staff	Classroom Teachers
10	4	1	1	1	3
10	1	4	1	1	3
12	4	2	1	1	4
14	6	1	1	2	4



ELAC Representative to SSC

4: Survey

ELAC Survey - The SSC should review the results of the Survey that will be done in February as the SSC begins to review and revise the School Plan for Student Achievement (SPSA)

Requirement:

Each California public school with 21 or more English learners must form an English Learner Advisory Committee (ELAC).

3: Consult

Consult with SSC about ways to make parents aware of the importance of regular school attendance

ELAC
Representative
to SSC

1: Advise

Advise the principal and staff in the development of a site plan for English learners and submitting the plan to the School Site Council for consideration of inclusion in the School Plan for Student Achievement.

2: Assist

Assist in the development of the schoolwide needs assessment.



Discussion

1. Why do you think it is important to ensure that we have an ELAC representative?
2. Why is it important for you to have some background on the composition of School Site Councils?



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SSC Bylaws



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About Bylaws

Bylaws are the most important document of the organization.

Without bylaws, an organization would have no structure, and anarchy would rule.



In essence, Bylaws are the operating manual for an organization.

Like an operating manual, all too often they are only referred to when something goes wrong.

Simply put, bylaws are rules or guidelines that govern the workings of a committee. These help define expectations for the committee's mission, the membership, election procedures, meeting procedures, etc.



The Why and How of Bylaws

Why Bylaws

Bylaws are a proactive tool to resort to when a committee encounters challenges preventing it from engaging in its work:

- Election of members
- Member vacancies
- Adherence of member duties
- Lack of quorum

Who Creates Them

This is a collaborative venture. The Chairperson can create a subcommittee (approved by the majority of the membership in attendance on the day the vote takes place)

- This work, although important, should take place outside regular SSC meeting times
- An acceptable date and time must be scheduled for the subcommittee to realize its goal of creating bylaws for the committee
- Ideally, the SSC officers should participate in the subcommittee



The Why and How of Bylaws (cont'd)

Process of Creation

- Study samples of existing bylaws
 - Many California schools and districts have created official bylaws
 - Request samples from S & C Services staff
- Analyze each section
- Understand what is written and why
- Discuss the type of language that will be included in your final bylaws
- Create a final draft representing the bylaws the SSC will consider at its ratification meeting

Final Steps

- Add bylaw ratification to the next general SSC meeting agenda
- Adopt/Approve the bylaws at the general meeting, via a majority vote
- Sign bylaws (current SSC members)
- Pass out copies at the next general SSC meeting
- Ensure the Secretary (or Parliamentarian if you chose to have one) carry bylaws to every meeting



Suggested Bylaw (Secondary)

While the state requires that there be student representation on School Site Council for high schools, it does not specify how many students must be on the council.

We suggest that high schools consider drafting a bylaw to establish a minimum number of students on the council.



Discussion

1. Why do we need bylaws at the school sites?
2. Why is it important for our staff/ parents to understand the bylaws?



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Data that Informs the SPSA



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Data Types

Data types available in 23-24:

- Local Data
- Anecdotal Data
- CAASPP Data
- ELPAC Data



Local Data (quantitative)

- Local Assessments (e.g. Fountas & Pinnell)
- Parent Engagement data (e.g. # of participants attending Coffee with the Principal or English Learner Advisory Council)
- Survey data
- Reclassification Rate
- Graduation Rate



Anecdotal Data (qualitative)

What you are seeing or hearing at your site? Think about:

- Individual student experiences
- Teacher perspectives
- What you notice happening at your site



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California Assessment of Student Performance and Progress (CAASPP)

- CAASPP data is available for your site from the Spring 2023 assessment
- Grades 3-8 and 11 were assessed
- ELA and Mathematics
- Reports available from Illuminate (or check with ARE)



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English Language Proficiency Assessment for California (ELPAC) Data (ELs only)

- All grade levels assessed annually
- Reports available in Illuminate



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Helpful Links

- [Guidelines for Taking Minutes \(view only\)](#)
- [Guidelines for Taking Minutes \(Spanish - view only\)](#)
- [SSC Bylaws Template \(view only\)](#)
- [Sample Elementary School Parent Engagement Policy and School Compact \(view only\)](#)
- [Sample Middle School Parent Engagement Policy and School Compact \(view only\)](#)
- [Sample High School Parent Engagement Policy and School Compact \(view only\)](#)
- [Sample Agenda 1 \(view only\)](#)
- [Sample Agenda 2 \(view only\)](#)
- [SSC Meeting Checklist - Elementary \(view only\)](#)
- [SSC Meeting Checklist - Secondary \(view only\)](#)



Thank You!

Questions? Support? Reach out to:

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LCAP

Family

<https://surveys.panoramaed.com/hayward/fall23family/surveys>

Staff

<https://surveys.panoramaed.com/hayward/staff23lcap/surveys>

Student

<https://surveys.panoramaed.com/hayward/student23lcap/surveys>

English Video

https://www.canva.com/design/DAFuKqe5ACc/ZZB9Xju3GkqP8OryinPStg/watch?utm_content=DAFuKqe5ACc&utm_campaign=designshare&utm_source=publishsharelink

Spanish Video

https://www.canva.com/design/DAFxLkydAVg/iLGx7asLm-0kqByymEdezv/watch?utm_content=DAFxLkydAVg&utm_campaign=designshare&utm_source=editor



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