

# School Site Council Training



# School Site Council Composition

Per Education Code, the composition of SSCs ensure **parity** between School Staff and Community/Students- a balance of stakeholder voices.

## Elementary and K-8 Schools (10 members min)

School Staff (5)	Community (5)
Principal	Parent/Community Member
Classroom Teacher	Parent/Community Member
Classroom Teacher	Parent/Community Member
Classroom Teacher	Parent/Community Member
Other School Personnel	Parent/Community Member

## Middle and High Schools (12 members min)

School Staff (6)	Community (6)
Principal	Parent/Community Member
Classroom Teacher	Parent/Community Member
Classroom Teacher	Parent/Community Member
Classroom Teacher	Student
Classroom Teacher	Student
Other School Personnel	Student

- Principal is a mandated member and cannot name a proxy
- Other School Personnel is a employee who is not a teacher of record (Librarian, Clerk, pull-out TOSA, Classified Staff)
- Parent/Community Member is not an employee of the school site.

# Duties of Officers/Members

The council shall elect officers, including:

1. Chairperson to organize, convene, and lead meetings of the council
2. Vice-Chairperson to serve in the absence of the chairperson
3. Secretary/recorder to record minutes taken at council meetings

\*(optional) Parliamentarian to resolve questions of procedure, often with the help of “Robert’s Rules of Order”

# Basic Expectations of SSC Members:

1. To attend all meetings
2. Participate; ask questions; share your ideas
3. Be committed to the process and respectful of other members
4. Remember that you were elected as a representative of your peers and you represent them in the council:



# Role of the School Site Council

**The School Site Council is generally responsible for:**

1. Assessing needs of students and using data to set goals
2. Gathering information from the school's English Learners Advisory Committee and other advisory groups on campus
3. Revising the Single Plan for Student Achievement with budgetary allocations
4. Evaluating the effectiveness of the school plan
5. Revising the Home-School Compact and Parent Involvement Guidelines, as needed
6. Revising School Site Council By-laws, as needed

# The BIG picture

## **ELAC**

ELAC is in an **advisory role** to the SSC. It is responsible for making recommendations to the SSC about activities to increase the achievement of EL students. The SSC receives the recommendations of ELAC and gives feedback as to those recommendations in an ongoing cycle of advisement and feedback.

## **SSC Authority**

SSC is the **only site council** that can approve the SPSA and the accompanying budget– one decision-making body for all site discretionary funds.

## **Board of Education Authority**

SPUSD Board of Ed is the **final authority** on all SPSAs and their activities and budgets. The Board must ensure that all SPSAs are complete, compliant and aligned with the LCAP and District priorities.

# Single Plan for Student Achievement

## Purpose

- Coordinate all educational services at the school to improve the academic performance of all students, as well as provide interventions for students who are not meeting academic standards.
- SSC must annually develop and approve the plan which must address how funds will be used to improve academic performance.

## Components

- Comprehensive Needs Assessment
- Goals (Reading, Writing, Math, Safety)
- Accountability Measures:
  - AM1: Student Achievement (Core & Supplemental Interventions)
  - AM2: School Climate (Safe/Civil, Attendance, Suspensions, Health)
  - AM3: Professional Development
  - AM4: Parent Involvement (including Home-School Compact; Parent Involvement Guidelines)

# The foundation... Prioritizing Student Needs

- All SSCs are engaged in the delicate balance of ensuring the needs of the students are met within the precious budget of funds.

- Ask yourselves:

1. What data do we have to say this is a priority for us to fund?
2. Is this activity allowable and do we have enough funds?
3. Does this activity meet the needs of our students?
4. Is this activity targeting our students who are having difficulty in school?





# Areas Outside the Scope of School Site Councils

- **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 PTA/PTO**
- **A social group**

# During the SSC Meeting

- Sign-in
- Provide copies of agenda and all materials to SSC members and the public (post 72 hours in advance)
- Use an agreed upon procedure (e.g., Roberts' Rules of Order) for conducting business
- Follow the posted agenda
- Provide opportunities for discussion of items on agenda
- At the conclusion of the meeting, maintain minutes, agendas, and sign-in sheets for compliance records

# SSC Meeting Minutes

## Contents:

- Attendance (sign in sheet required for compliance)
- Approval of minutes from previous meeting
- A record of what was *discussed*. Must briefly state who said what.
- Advisory committee reports (DCAC, ELAC, DELAC, etc.) and input
- Motions – a) the wording in which each motion was adopted, and  
b) whether motion was debated, amended
- When a count is taken, the number of votes on each side should be recorded
- The time of adjournment

\*School Site Council minutes are public record.

# Effective Communication

- Be respectful; every member will have an opportunity to speak at an appropriate time
- Don't let personality conflicts or prior policy disagreements spill over into committee meetings or public comments
- Be respectful of committee decisions; if you disagree with the position taken by the committee, the time to express that opinion is prior to when that position is adopted
- Remember that you and every SSC member have a duty to act in the best interest of the entire school community

# Increasing Effectiveness by Sticking Together

- Committees take collective responsibility for their performance
- If you vote in favor of an action that passes, you consent to that action, and are expected to support it
- If you vote against an action that nevertheless passes, you are expected to support the majority and not attempt to sabotage or subvert the action
- Committees operate by consensus
- If you are not in the room when the vote is taken, you nevertheless consent to the action





**Questions? Comments?**