

Sobrato's School Site Council Information Presentation

9/9/24



Purpose of our School Site Council

The School Site Council is generally responsible for:

1. Using school data to assess the needs of students in order to set goals (through SPSA process)
2. Gathering input from the school's English Learners Advisory Committee (ELAC) and other advisory groups on campus
3. Approving revisions on the School Plan for Student Achievement (SPSA) with budgetary allocations
4. Evaluating the effectiveness of the SPSA based on school data
5. Review, revise, and approve the School Safety Plan
6. Revising School Site Council [By-laws](#) annually and post on your website
 - Send revision suggestions to Marlena Porter porterm@mhusd.org

*The governing board (Morgan Hill Unified Board of Education) holds the final authority.

Basic Expectations of SSC Members:

- To attend all meetings
- Participate; ask questions; share your ideas
- Be committed to the process and respectful of other members
- Remember that you are a representative of your peers and you represent them in the council



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

The Foundation... Prioritizing Student Needs

All SSCs are engaged in the delicate balance of ensuring the needs of the students are met within the budget regulations 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?**

School Site Council Composition

Per Education Code 64001, the composition of SSCs ensure parity between School Staff and Community/Students - a balance of educational partner voices.

| High School (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
- Teacher is one who has students assigned and is the “record keeper” for the students
- Other School Personnel is a employee who is not a teacher of record (Librarian, Clerk, TSA, Classified Staff)
- Parent/Community Member is not an employee of the school site. We recommend the SSC Bylaws define this.
- Student is enrolled at the school.

Election of Officers

The council shall elect officers, including:

- **Chairperson** to organize, convene, and lead meetings of the council
- **Vice-Chairperson** to serve in the absence of the chairperson
- **Secretary/Recorder** to record minutes taken at council meetings

SSC Calendar / Calendario de SSC

Proposed Meeting Schedule for 2024-2025

September 9, 2024

October 14, 2024

November 4, 2024

December 9, 2024

January 13, 2025

February 10, 2025

March 10, 2025

April 7, 2025

May 12, 2025

All meetings are held from 4:15 to 5:45 pm in the Admin Conference Room.

Calendario de reuniones propuesto para 2024-2025

9 de septiembre de 2024

14 de octubre de 2024

4 de noviembre de 2024

9 de diciembre de 2024

13 de enero de 2025

10 de febrero de 2025

10 de marzo de 2025

7 de abril de 2025

12 de mayo de 2025

Todas las reuniones se llevan a cabo de 4:15 a 5:45 p. m. en la sala de conferencias administrativa.

Uniform Parent Complaint Procedures

Procedimientos Uniformes para Quejas de Padres

Every county office of education, school district, and charter school governing board are required to have established local complaint policies that describe the procedures that must be followed to resolve complaints. Copies of complaint policies and procedures are available at county offices of education, district offices, or charter school offices.

Cada oficina de educación del condado, distrito escolar y junta directiva de una escuela charter están obligados a tener políticas locales de quejas establecidas que describen los procedimientos que deben seguirse para resolver las quejas. Las copias de las políticas y procedimientos de quejas están disponibles en las oficinas de educación del condado, oficinas de distrito o oficinas de escuelas charter.

William's Compliance Notification

Notice to Parents, Guardians, Pupils, and Teachers Complaint Rights

Pursuant to California Education Code Section 35186, you are hereby notified that:

1. There should be sufficient textbooks and instructional materials. That means each pupil, including English learners, must have a textbook or instructional materials, or both, to use in class and to take home.
2. School facilities must be clean, safe, and maintained in good repair.
3. There should be no teacher vacancies or mis-assignments. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credentials to teach the class, including the certification required to teach English learners if present. Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester. Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.
4. A complaint form may be obtained at the school office, district office, or downloaded from the school's Web site. You may also download a copy of the California Department of Education complaint form from the following Web site: <http://www.cde.ca.gov/re/cp/uc/>.



Notificación para padres de familia, tutores legales, alumnos y maestros Derecho de presentar quejas Modelo de aviso del proceso uniforme de quejas en los grados 10 a 12 para los distritos escolares que reciben fondos para instrucción intensiva.

Según el Código de Educación de California, Sección 35186, por la presente, se les notifica que:

1. Debe haber suficientes libros de texto y materiales de instrucción. Es decir que cada alumno, incluidos los alumnos que aprenden inglés, debe tener un libro o materiales de instrucción, o ambos, para usar en clase y llevar a casa.
2. Las instalaciones escolares deben estar limpias, ser seguras y mantenerse en buen estado.
3. No deben producirse vacantes ni asignaciones incorrectas de maestros. Debe haber un maestro asignado a cada clase y no una serie de suplentes u otros maestros temporarios. El maestro debe tener los antecedentes académicos adecuados para impartir la clase, incluida la certificación requerida para enseñar a alumnos que aprenden inglés, si asisten a la clase. Vacante de maestros significa que existe un puesto al cual no se ha asignado un empleado con certificación a principio del año académico y durante todo un año o, si el cargo es para un curso de un semestre, un puesto al cual no se ha asignado un empleado con certificación al principio de un semestre y durante un semestre completo. Asignación incorrecta significa que se ha otorgado a un empleado con certificación un puesto de maestro o proveedor de servicios para el cual no tiene una certificación o credencial legalmente reconocida, o no está legalmente autorizado a ocupar.
4. Se dará a los alumnos, incluidos los que aprenden inglés, que no hayan aprobado una o ambas partes del examen final de la escuela secundaria a fin del grado 12 la oportunidad de recibir servicios e instrucción intensiva durante un máximo de dos años académicos consecutivos después de haber completado el grado 12. 5 Se puede obtener un formulario para presentar una queja en la oficina de la escuela, la oficina del distrito, o descargarlo del sitio Web de la escuela en (Web site address). También puede descargar una copia del formulario para presentar una queja del Departamento de Educación del Estado de California del sitio Web que se indica a continuación: <http://www.cde.ca.gov/re/cp/uc/>.



MORGAN HILL UNIFIED SCHOOL DISTRICT
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UNIFORM COMPLAINT FORM

Form to be used regarding complaints of discrimination and/or failure to comply with state or federal law regarding adult education, consolidated categorical programs, migrant education, vocational education, child care and development programs, child nutrition programs and special education programs.

Today's Date: _____

Check Type(s) of Discrimination Alleged: Age ____, Physical or mental Disability ____,

National Origin ____, Race/Ethnicity ____, Religion ____, Gender Identity ____,

Sexual (actual or perceived) ____, Sexual Orientation (actual or perceived) ____.

Name of person filing complaint: _____

Address: _____

Phone Number/Cell Number: _____

Email Address: _____

Person(s) Against Whom Complaint is filed: _____

Date and Time of Incident (if applicable): _____

Description of Complaint: (Please use back side of form if necessary.)

Proposed Resolution(s): _____

For Office Use Only

Date Received: _____ Date of Employee Conference: _____

Date of Response to Complainant: _____

Questions? Comments?



School 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.

[2024-2025 SPSA, English](#)

[2024-2025 SPSA, Spanish](#)

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 students identified as EL.
- 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.

Board of Education Authority

- MHUSD Board of Education is the final authority on all SPSAs and their activities and budgets.