2024-2025
School Site Council (SSC) and Single Plan for Student Achievement (SPSA) Training

Objectives

This presentation provides:

- School Site Council (SSC) requirements
- Roles and responsibilities of the SSC
- Guidelines for writing, monitoring, and evaluating the effectiveness of the Single Plan for Student Achievement (SPSA)
- Guidelines for conducting SSC meetings

Objective #1

SSC Composition

Elementary SSC Composition

Minimum 10 Members:

- 1 Principal
- 3 Teachers
- 1 “Other”
- 5 Parents

*Teachers constitute the majority of school staff represented on the SSC

*Parents may vote to give up one or more of their seats to community members. *5797.1 for more information*.

Secondary SSC Composition

Minimum 10 Members:

- 1 Principal
- 3 Teachers
- 1 “Other”
- 5 Parents

*Teachers constitute the majority of school staff represented on the SSC

*Parents may vote to give up one or more of their seats to community members.

5797.1 for more information.

Election Process

- Classroom teachers elect teachers representatives
- “Other” personnel elect “Other” school personnel
- **Parents/Guardians elect Parents/Guardians representatives**
- Students elect Students representatives
- The Principal must be an active member, but cannot veto a motion passed by the council

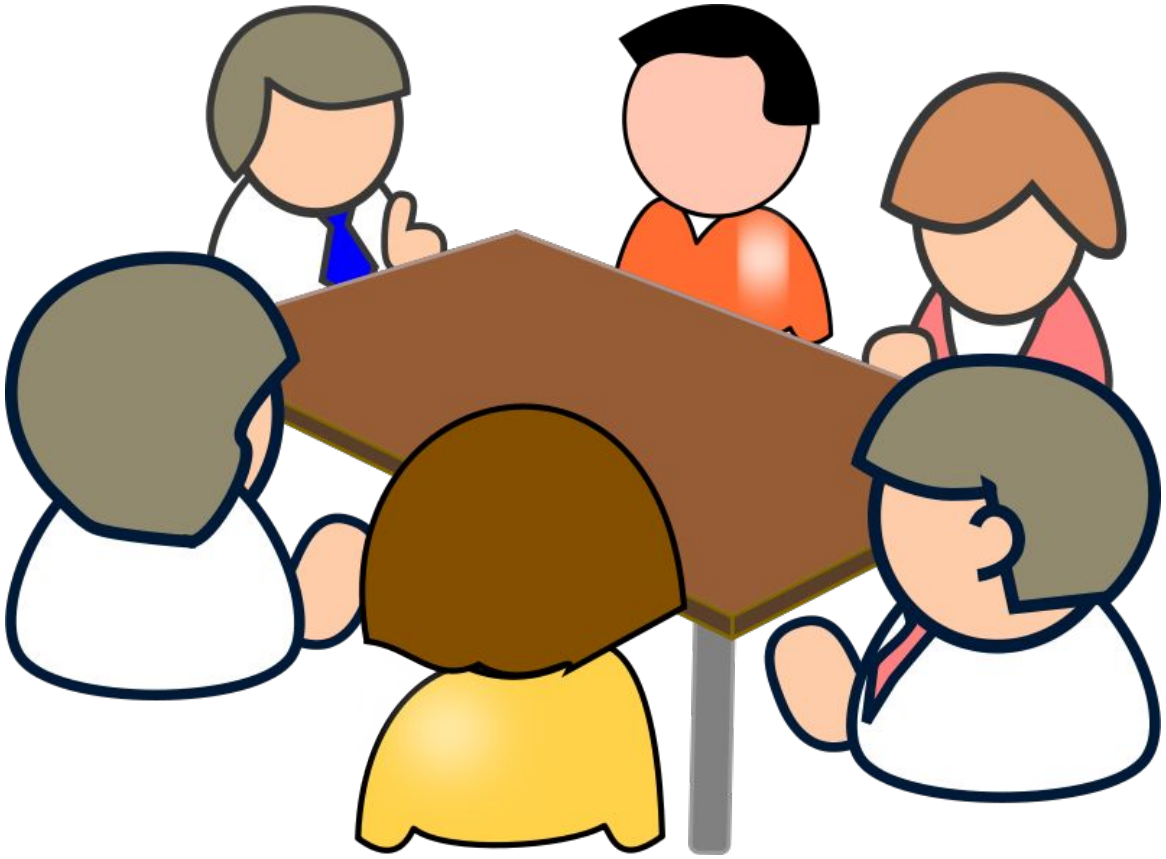
Filling SSC Vacancies

- Peer group members must elect peers to fill the vacancy

- Encourage Alternates

By-Laws

Review and Update Annually



Agendas

- Jointly developed by the principal and SSC Chair
- Greene and Brown Act:

- Post 72 hours prior to SSC Meeting
- Must list ALL topic to be discussed
- Must have public comment
- Must allow public to address any items on the agenda
- Must have a quorum for action

Objective #2

Roles and Responsibilities of the School Site Council (SSC)

SSC Officer Roles

Chairperson

Organizes, convenes, and leads meetings of the Council; collaborates to develop agendas

Vice-Chairperson

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

Secretary

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

Parliamentarian

Resolves questions of procedure, often with the help of "Robert's Rules of Order;" supports Greene Act/bylaws

Planning & Annual Requirements

- Data analysis, program development, monitoring of student progress and budget
- Must train SSC on responsibilities annually
- Input from ELAC required prior to SSC approval
- Modifications can be made throughout the year
- Title I schools must have Site Parent Involvement Policy & School Compact and annually review both Site & District Parent Involvement Policies*

* Include on the agenda and capture discussion in the minutes

Responsibilities of the SSC

Annually

- **Review** meeting operating procedures
- **Review** bylaws
- **Develop** an annual meeting calendar
- **Review** current SPSA and Student date
- **Review** current budgets and regulations

Ongoing Basis

- **Become knowledgeable** of state and local issues related to assessment, curriculum, and instruction
- **Communicate** regularly with representative stakeholder groups
- May **appoint** committees to perform tasks to assist in developing, monitoring, and evaluating the SPSA

Primary Function of SSC

A small part of monitoring the SPSA includes addressing how school funds should be spent to meet students' academic needs.

But, the ***primary function*** of the SSC is to monitor the effectiveness of the SPSA and suggest changes to the plan as necessary.

Primary Responsibility of SSC

School Plan for Student Achievement

SSC responsibilities include:

- **developing** the School Plan for Student Achievement (Ed. Code 52853, 64001)
- **approving** the Plan
- **recommending** it to the local governing board for approval
- **monitoring** its implementation
- **evaluating** the effectiveness of the planned activities *at least annually*

Checking For Understanding

1. The _____ & _____ jointly develop the agendas.
2. Post agendas ____ hours prior to your SSC meeting.
3. Is Data analysis required? T or F
4. Sites must _____ their SSC annually.
5. Which parent input meeting is held first, SSC or ELAC?
6. Modifications cannot happen once the SPSA is approved? T or F
7. The PRIMARY FUNCTION of the SSC is to _____ the _____ of the SPSA.
8. Thinking back, can a principal veto actions passed by the SSC? Y or N

Objective #3

School Plan for Student Achievement (SPSA)

The intent of the School Plan for Student Achievement (SPSA) is to create a **cycle of continuous improvement** of student performance, and to ensure that all students succeed in reaching state academic standards.

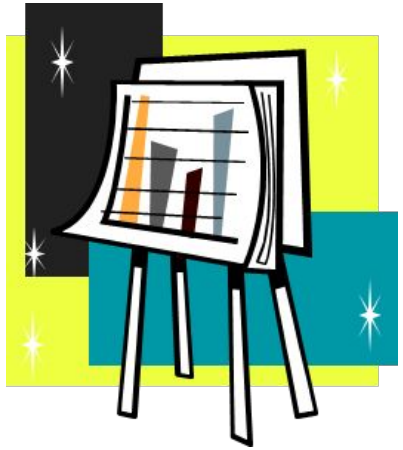
Continuous Improvement Cycle

Step 1

Analyze Student Achievement Data

Sources of data Schoolwide & by Student Groups:

- ***State*** (e.g. CAASPP, ELPAC)
- ***District*** (e.g. MAP Growth, Acadience DLA, End-of-Course Exams, Grades, Honors/AP enrollment, Reclassification Rates, etc.)
- ***School*** generated (e.g. teacher-created, department-created)



Step 2

Measure Effectiveness of Current Improvement Strategies

Determine critical causes of student underachievement, as reflected in the data, with the input of all stakeholders, including advisory committees.

Remember to consider attendance, suspensions, chronic absenteeism concerns, etc.

Meeting minutes should reflect that stakeholders were included in the process of reviewing the SPSA.

Step 3

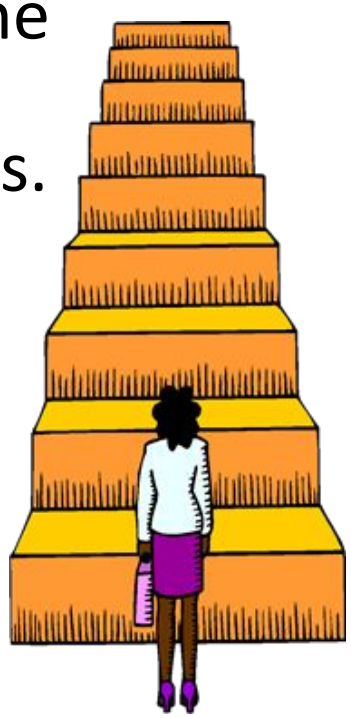
Identify Achievement Goals and Key Improvement Strategies

Analyze the **current reality** of student performance and discuss the **desired reality**.

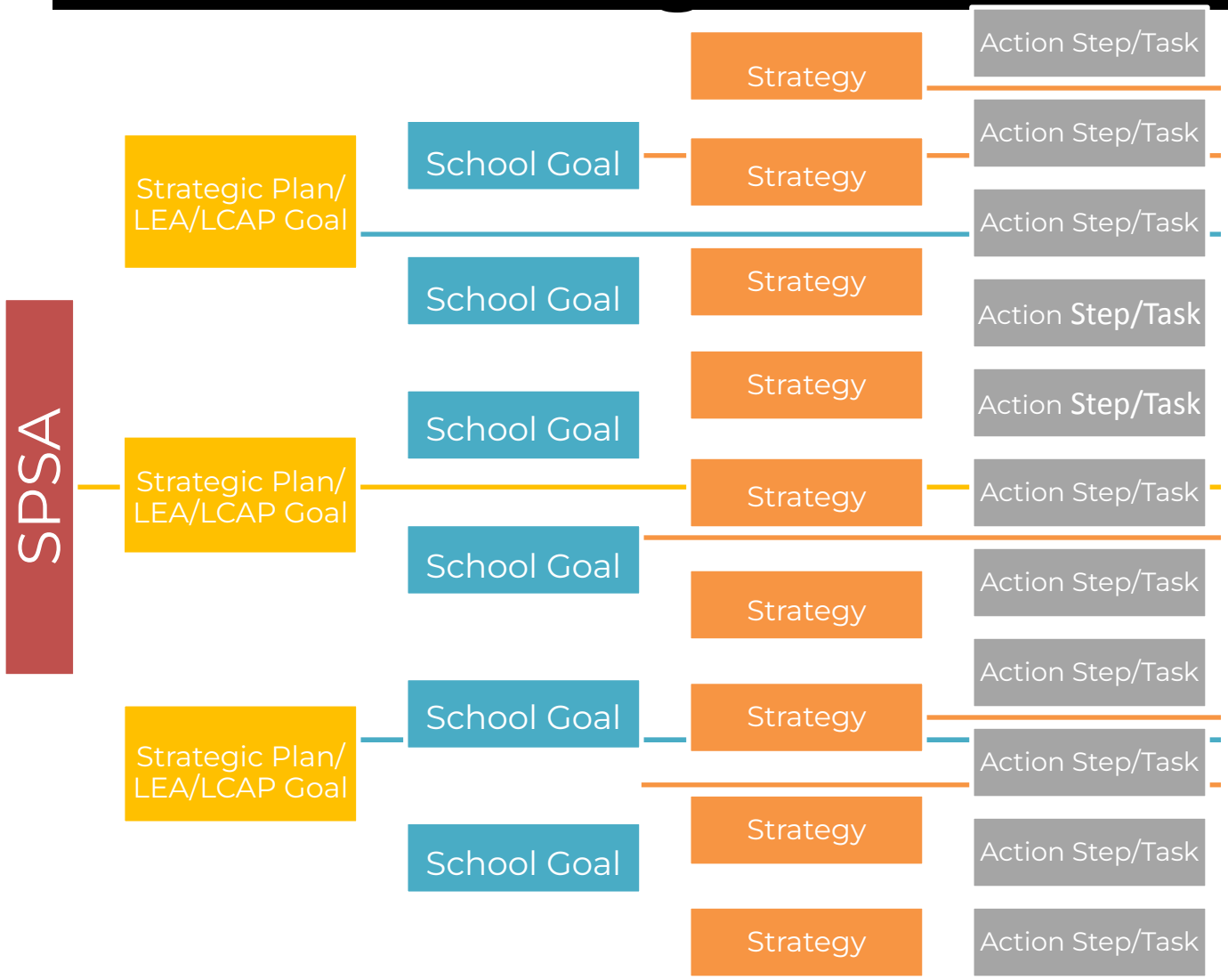
Work is aligned to the District Organizational Goals and LCAP goals.

Focus selected goals on the following:

- Derived from the conclusions of the needs assessment
- Prioritized by students' needs
- Realistic and attainable
- Specific to the needs of students
- Measurable by frequent formative assessments



Goals, Strategies, Actions & Tasks



The SPSA consists of **goals**, **strategies**, **action steps**, and **tasks** that, ultimately, *stem from* and *relate to* PUSD's goal of high academic achievement for all students.

Step 4

Define Timelines, Personnel Responsible, Proposed Expenditures, and Funding Sources to Implement the Plan

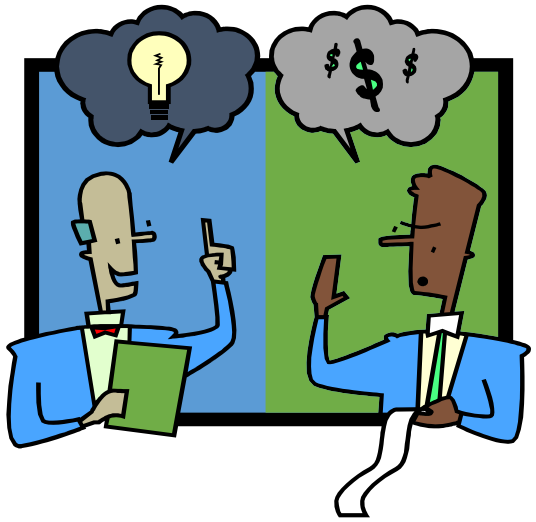
- For each Goal, defined Strategies and Action Steps/Tasks must be set as progress markers.
- Be specific about the person(s) responsible and completion deadlines.
- Provide supplemental services only—do not allocate funds to pay for what could, or should, be provided with general funds.

Step 5

Recommend the SPSA to the Local Governing Board

The governing board wants assurance that the SSC has addressed its legal responsibilities through:

- proper constitution
- evidence that input has been sought from stakeholders
- a tailored SPSA based on student need
- a formally approved plan



Step 6

Monitor Implementation

Clear timelines with tasks, and persons responsible make monitoring much easier.

A plan that is too general runs the risk of diminishing student achievement results.

As the implementation of the plan unfolds, the SSC should evaluate the progress of each major strategy for identified students and share this information with stakeholders.

Objective #4

Conducting SSC Meetings

SSC Chairperson

The SSC Chairperson...

- provides leadership on behalf of the Council and the community it serves
- calls the meeting to order and closes meeting at the appointed time
- enforces policies relating to the conduct of meetings and helps ensure compliance with the bylaws
- follows the order of posted agenda, clearly announcing transitions and items
- recognizes people who desire to speak, and protects from disturbance or interference
- explains what the effect of a motion would be if it is not clear to every member
- redirects discussion to the question when a motion is before the Council

Essentials

- Post the agenda 72 hours in advance (or 24 hours in advance in the case of an emergency meeting), specifying the date, time, location, and each item of business, especially if an action (vote) will be taken
- Agenda must be posted inside and outside of the building where the meeting will take place in view of the public
- Create sign-in sheets showing identification of stakeholders and officers
- Have all materials translated and interpretation service requested (Ed Code 48985)
- Have enough copies of the meeting materials available for the public upon request
- Read/be familiar with SSC bylaws

Essentials

- Follow the posted agenda, being sure to identify which items need action (a vote)
  - 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 on the agenda for action

- Follow agreed-upon operating procedures, clarifying with the Parliamentarian when necessary (e.g. *Robert's Rules of Order*, Leadership Team *Norms*)
- Do not alter minutes after the Council has approved them, making them an official record of the meeting
- Allow the public to address the Council on any matter within the jurisdiction of the Council during the Public Comments section of the agenda

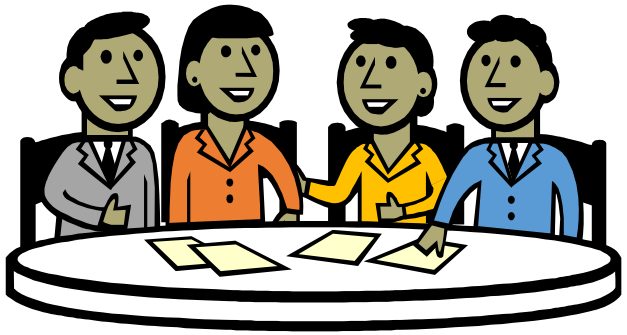
Conducting the Meeting

Call to Order

- The meeting is first **called to order**. Second, **members are welcomed**. Next, **roll call** is taken. Finally, **quorum** is/is not established.

- Quorum is the number of members that must be legally present in order to conduct business, 50% of the membership total + 1 member

If a quorum is not present, the Chair waits until there is quorum, or until after a reasonable time, there appears to be no prospect that a quorum will assemble.



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.

Conducting the Meeting

Motions

- Matters/Issues must be considered in order.
- Two types of motions: **main** and **subsidiary**. Both motions need a "second."

Main motion: brings business before the assembly. Main motions can only be made when no other motion is pending and must be directly related to the issue under consideration.

Subsidiary motion: assist in considering or rejecting a main motion (e.g. motions to postpone, refer to committee, table). Subsidiary motions must directly relate to the main motion.

- After a motion's first reading, the Chairperson should inquire, "Is there any discussion?"
- The maker of a motion has the first right to speak and to amend it.

Conducting the Meeting

Voting

- Agenda needs to indicate when an action/vote will occur, prior to posting of the agenda
- Chair should clearly announce the results of the voting
- Minutes should reflect number of votes in favor, against, and abstentions
- A tie vote is a “lost” vote because no majority was obtained

After the Meeting

- Publish and distribute signed and dated minutes within a week
- Maintain all records for 5 years
- Furnish copies of meeting minutes or any other Council document to members or the public upon request (Greene Act)
- Determine next meeting's agenda items
- Members take collective responsibility for their performance