School Site Council Handbook



Tracy Unified School District

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Function and Operation of School Site Council (SSC)

The following general information applies to all schools:

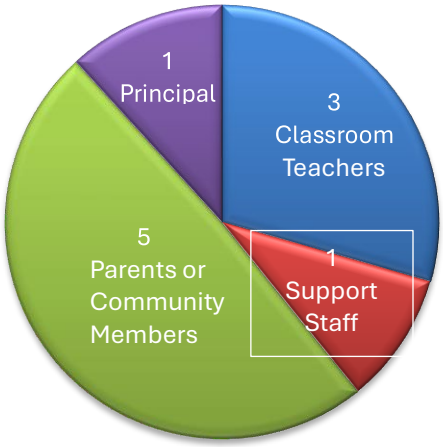
- The State Legislature and Governor establish laws that govern the operations of all school districts in California. These are contained in the California Education Code.
- The State Board of Education sets policies and procedures for all districts in California. These appear in Title 5 of the California Code of Regulations.
- The Tracy Unified School District (TUSD) Board sets the policies of our District.
- The Administration makes decisions that are consistent with Board policies regarding the operation of the school and the implementation of the educational program. These decisions are guided by Administrative Regulation (AR).
- Employee-School Board Contractual Agreements must be followed.
- Each SSC should have set of by-laws that guides site council operations.

Membership: The SSC membership includes two equal halves and is specified in the California Education Code as follows*:*

- The SSC shall be composed of the principal and representatives of:
  - Teachers selected by certificated colleagues at the school (does not include substitute teachers)
  - Classified school personnel selected by classified employee peers (full- and part-time) at the school
  - Parent/Guardian of students currently attending the school. Parents are selected through an election process to serve two-year terms.
  - Note: The principal cannot give his/her responsibility to attend to another assistant principal, teacher, or support staff.
- At the elementary level, the SSC shall be constituted to ensure parity between (a) the principal, classroom teachers, and other school personnel; and (b) parents/guardians or other community members elected by parents/guardians.
- At the secondary level, the SSC shall be constituted to ensure parity between (a) the principal, classroom teachers, and other school personnel, as well as equal numbers of (b) parents/guardians or other community members elected by parents/guardians, and (c) students.

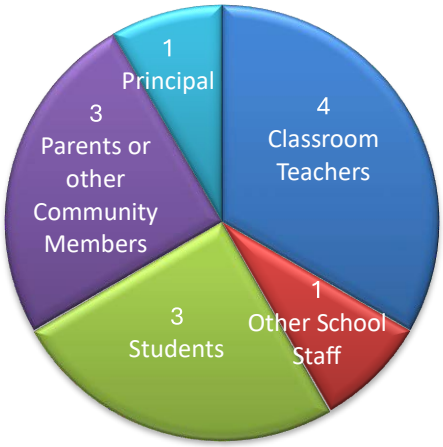
Composition of an Elementary SSC

10 Members



Composition of a Middle School & High School SSC

12 Members



Consolidated Application

The Local Educational Agency (LEA) Plan and Consolidated Application (ConApp) are dependent on one another. Per the Education Code, the LEA Plan must address how the ConApp programs will be used to "improve the academic performance of all students to the level of the performance goals." The plan must be reviewed annually and updated as needed, including proposed expenditures of funds allocated to the school through the ConApp, by the District Advisory Committee. The school plan must be reviewed and approved by the governing board of the LEA "whenever there are material changes that affect the academic programs for students covered by programs" funded through the ConApp.

The ConApp is used by the California Department of Education (CDE) to distribute categorial funds from various state and federal programs to county offices, school districts, and direct-funded charter schools throughout California. Annually, in May, each LEA submits the spring release of the application to document participation in these programs and provide assurances that the district will comply with the legal requirements of each program. Program entitlements are determined by formulas contained in the laws that created the programs.

Legal Requirements

The SSC is required to develop the Single Plan for Student Achievement (SPSA).

1. School districts must assure "That SSCs have developed (reviewed/revised) and approved a plan, to be known as the SPSA for schools participating in programs funded through the ConApp process, and any other school program(s) they choose to include …" Programs through the ConApp include Title 1A, Title 1D, Title IIA, Title IIIA, and EIA. EC64001(a)
2. School plans must be developed "with the review, certification, and advice of any applicable school advisory committees…" (ELAC & DELAC). EC 64001 (a)
3. The content of the plan must be aligned with school goals for improving student achievement. EC 64001
4. School goals must be based upon "an analysis of verifiable state & local test data" EC 64001 (f)
5. The plan must address how ConApp funds will be used to "improve the academic performance of all pupils to the level of the performance goals, as established by the Academic Performance Index and the goals in the Plan." EC 64001
6. Plans must be reviewed and approved by the governing board of the LEA "whenever there are material changes that affect the academic programs for students covered by programs" funded by the ConApp.

Decision Making Guidelines

- Decisions must be compliant with the laws and regulations for each categorical program.
- Decisions must follow TUSD Board policy.
- Decisions must be made within the budget.
- Decisions must be ethical.

SSC Roles

The Chairperson

- Elected by a majority (more than half of members) to serve as the leader of the group.
- Preside over all SSC meetings.
- Assures the agenda is prepared; assists in preparing the agenda with the principal.
- Leads orderly discussions that offer each member a chance to speak for or against a motion.
- Assures a set of by-laws exists and are being used.
- Signs the SPSA assuring that the SSC has been involved in its planning.

The Administrator and the SSC

- Work closely with the SSC chairperson to plan SSC meetings and activities.
- Provides information to enable the SSC to plan, monitor, and evaluate effective improvements.
- Explains to council members State Accountability and Progress reports. Discussion should focus on achievement of various subgroups.
- Provides guidance in writing SPSA and Safety Plan
- Interprets state, district, and school policies/regulations.
- Provides student performance data and test results for the school.
- Inform the SSC about all school programs and parent groups and encourage parent participation.
- Votes and is a participating member of the SSC.
- Administers and implements the School Plan.
- Responsible for all expenditures on school funds including federal funds budgeted in the SSC Plan

An SSC is Not

- An extension of the Parent Club
- A school management committee
- A policy-making body
- A political organization
- A grievance committee
- A personnel committee
- A fund-raising committee
- A social group

The Council must use discretion to avoid becoming a complaint processing body. If someone has a complaint about a Council policy or about a program the Council is considering, it is the business of the Council to listen. If a complaint relates to the administration of school programs for the internal operation of the school, it should be processed through the channels established by the District Board for such matters and not be a part of Council consideration.

Accountability

Because the TUSD School Board, TUSD administration, and SSC have separate but related responsibilities for the SPSA they need to work cooperatively.

Should an impasse occur, several remedies are available:

- The council may appeal to the TUSD School Board to resolve issues of planning or implementation, clarify an issue in doubt, or establish a needed policy.
- The TUSD administration may recommend the TUSD School Board not approve a plan believed flawed.
- Individuals may file a formal complaint under the district's Uniform Complaint Procedure.

TUSD School Board may, upon verification that the council is unable to satisfactorily perform its functions, vacate all council seats, and schedule new elections. EC 35160, 35160.1

Operating the Council

By-Laws

While not required by law, it is good practice for an SSC to adopt by-laws to guide its actions beyond the rules of order provided by the law or local governing board policy. By-laws can clarify such matters as the terms and election procedures of council members and officers, the council's regular meeting times, numbers of parents, teachers and students needed for a quorum, minimum attendance required of members, and so forth. These rules relating to the way in which the members will act will vary from school to school depending upon local circumstances.

Programs included in the ConApp require the Advisory Committee described below:

English Learner Advisory Committee (ELAC)

Every school with 21 or more English Learner (EL) students is required to have a school advisory committee. The English Learner Advisory Committtee (ELAC) advises the SSC. The percentage of parents of EL students on the committee must be at least as great as the percentage of EL students in the school.

District English Learner Advisory Committee (DELAC)

The district with 51 or more EL students is required to have a District English Learner Advisory Committee (DELAC). The DELAC advises the TUSD Board. EC 52176, 52870, 62002.5, California Code of Regulations: CCR 3: 4312

District and School Advisory Committees

Open Meeting Requirements

The law requires certain conditions to be met in regard to SSC meetings:

1. Any meeting shall be open to the public and 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.
2. Notice of the meeting shall be posted at the school site or other appropriate place accessible to the public, ***at least 72 hours before*** the time set for the meeting.
3. The 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.
4. The council or committee may not take any action on any item of business unless that item appeared on the posted agenda, or unless the council or committee members present, by **unanimous** vote, find 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.

Evaluation of Council Functioning

There are two types of evaluation that should be done with regard to the SSC:

- An evaluation to see if the SSC is established and functioning according to the guidelines of the California Department of Education.
- An evaluation to see how the Council itself is functioning as a group.

Please review Appendix The TUSD Office of Continuous Improvement can help this process, if needed.

Federal Programs

Title I of ESEA, Part A - Educationally Disadvantaged Students

Eligibility: Eligibility of schools to receive these funds is based on the concentrations of low-income families, **using census data,** *not free and reduced lunch counts.* Districts must have a minimum of 10 students whose families meet Federal low-income criteria.

Purpose: These funds are intended to provide services for students who are identified as educationally disadvantaged. Each district should have established its selection criteria, seeking advice and consultation with staff and parents. SSC members should coordinate the program with school improvement.

Uses: Services provided that are over-and-above the regular program in basic and advanced skills may be provided through increased instructional time, a more intense instructional program, and/or a different type of program using specially selected materials and/or instructional techniques.

Requirements: At least **85%** of funds are spent on **direct services** to students. Use of funds must be based on **scientifically based research** and data that verify actions result in increased student achievement. (PD on what qualifies as scientifically based research)

Comparability: Must provide the same level of services in non-Title I funded sites as is provided at funded schools. **Must have an annual parent meeting and review/input on parent involvement policy and school compact.**

Schoolwide: Through a planning process, **a school with at least 40% poverty may become "schoolwide', serve all students with Title IA, and combine Federal Categorical funds.** A statement should be made in the School Plan about Schoolwide status and which funds are placed in the Schoolwide account.

Carryover: 15% cap if district receives > $50,000.

Title II of ESEA, Part A – Teacher Quality Program

Purpose: These funds are intended to increase student academic achievement through professional development and class size reduction. Professional development is for teachers, aides, and administration.

Uses: Recruiting and retaining highly qualified teachers, teacher incentives, professional development, and class size reduction.

Requirements: The assessment of professional development needs is required for planning.

Title III of ESEA, Part A – Limited English Proficient and Immigrant Students

Purpose: These funds are intended to ensure that limited-English-proficient (LEP) students, including immigrant children and youths, attain English proficiency and meet the same challenging academic content and achievement standards that other students are expected to meet.

Uses: Services provided that are over and above the regular program in basic and advanced skills may be provided through increased instructional time, a more intense instructional program, and/or a different type of program using specially selected materials and/or instructional techniques for ELs specifically.

Requirements: At least 85% of funds are spent on **direct services** to students. Use of funds must be based on **scientifically based** research and data that verify results in increased English proficiency and student academic achievement in the core academic subjects.

Basic Fiscal Requirements of Categorical Programs

What are the Basic Fiscal Requirements of Federal Categorical Programs?

- ***Must supplement, not supplant***, the core educational program; must not be spent for costs, which, in the absence of the categorical program, would be provided by the general fund.

What Requirements are added by Title I Schoolwide Program plans?

- Comprehensive needs assessment—trends
- Schoolwide reform strategies
- Highly qualified teachers

- Staff development (all School Plans for Student Advancement need to have a Professional Development Plan included) NCLB, Title I, Section 114(b)(2)

Use of Federal Categorical Funds

Money matters, but it matters how we use it.

- Fund all priority needs first
- Ensure that all funded activities align with your schools goals for improving student academic achievement
- Provide "direct services" to students
- **Supplement, not supplant**
- Must be reasonable and appropriate, research-based
- **Do not fund services already required by state law**
- **Do not pay for what, in the absence of these categorical funds, would be provided by the general fund**
- Must be recommended by the SSC and approved by TUSD Board
- Maintain an inventory of categorical items costing $500 or more
- Maintain all sign-in sheets, agenda, minutes, by-laws, SPSA, Safety Plan, Local Control Accountability Plan (LCAP), etc.

School Site Committee Calendar

August

- Prepare ballots and communication for SSC Elections (Classified; Certificated; Student; Parents/Guardians)
- Hold SSC Elections
- Conduct Title 1 Parent Meeting – Usually completed at "Back-to-School Night." Explain Title 1 services and interventions being provided and how parents can help at home

September

- Send notice for first SSC meeting
- Meeting of SSC to 1) Elect officers; 2) Set SSC meeting dates; 3) Read by-laws; 4) Review SPSA
- Review Parent Involvement policy
- Create a priority list at SSC meeting

October

- Send notice for SSC Meeting
- Informational – Title III; ELPAC; ELAC

November

- Send notice for SSC Meeting
- Informational – CA Dashboard Data; Local Assessments Data
- Review SARC

January

- Send notice for SSC Meeting
- Review and revise school goals in the current SPSA
- Review and revise Safety Plan

February/March

- Send notice for SSC Meeting
- Monitor progress of SPSA
- Review LCAP Update
- Review modifications for next year's SPSA
- Gather information for assessment of needs

April/May

- Send notice for SSC Meeting
- Review pupil, staff, and parent survey results
- Review LCAP Annual Update
- Review and approve SPSA for next school year
- SSC may elect members in the spring for the upcoming fall*

***If your SSC decides to elect members in April/May, be sure to follow the Education Code on balloting and voting. SSC members-elect cannot vote on current year items.**

Appendix A
SAMPLE SCHOOL SITE COUNCIL BYLAWS

Article I
Duties of the School Site Council

The school site council of _____ School, hereinafter referred to as the School Site Council (SSC), shall carry out the following duties:

- Obtain recommendations for, and review of the proposed Single Plan for Student Achievement (SPSA) from all school advisory committees.
- Develop and approve the plan and related expenditures in accordance with all state and federal laws and regulations.
- Recommend the plan and expenditures to the Tracy Unified School District (TUSD) Board for approval.
- Provide ongoing review of the implementation of the plan with the principal, teachers and other school staff members.
- Make modifications to the plan whenever the need arises.
- Submit the modified plan for TUSD Board approval whenever a material change (as defined in TUSD Board policy) is made in planned activities or related expenditures.
- Annually, (and at each semester, trimester, etc), evaluate the progress made toward school goals to raise the academic achievement of all students.
- Carry out all other duties assigned to the SSC by the TUSD Board and by state law.

Article II
Members

Section A: Composition
The SSC shall be composed of _____ members, selected by their peers, as follows:

- Classroom teachers (Certificated)
- Other school staff members (Classified)
- Parents or community members
- The school principal shall be an *ex officio* member of the SSC.

SSC members chosen to represent parents may be employees of TUSD so long as they are not employed at this school.

Section B: Term of Office
SSC members shall be elected for two-year terms. Half, or the nearest approximation thereof, of each representative group shall be elected during odd years, and the remaining number elected during even years. At the first regular meeting of the SSC, each member's current term of office shall be recorded in the minutes of the meeting.

Section C: Voting Rights
Each member is entitled to one vote and may cast that vote on any matter submitted to a vote of the school site council. Absentee ballots shall not be permitted.

Section D: Termination of Membership
The SSC may, by an affirmative vote of two-thirds of all its members, suspend or expel a member. Any elected member may terminate his or her membership by submitting a written letter of resignation to the SSC chairperson.

Section E: Transfer of Membership
Membership on the SSC may not be assigned or transferred.

Section F: Vacancy
Any vacancy on the SSC occurring during the term of a duly elected member shall be filled by _____.
(Examples: regular elections; appointment of the SSC for the period of time until the next regular election; or the seating of a previously elected alternate member to fill the remainder of the term of the vacant seat)

Article III
Officers

Section A: Officers
The officers of the school SSC shall be a chairperson, vice-chairperson, secretary, and other officers the SSC may deem desirable.
The chairperson shall:

- Preside at all meetings of the SSC.
- Sign all letters, reports and other communications of the SSC.
- Perform all duties incident to the office of the chairperson.
- Have other such duties as are prescribed by the SSC.

The vice-chairperson shall:

- Represent the chairperson in assigned duties.
- Substitute for the chairperson in his or her absence.

The secretary shall:

- Keep minutes of all regular and special meetings of the SSC.
- Transmit true and correct copies of the minutes of such meetings to members of the SSC and to the following other persons: _____.
- Provide all notices in accordance with these bylaws.
- Be custodian of the records of the SSC.
- Keep a register of the names, addresses and telephone numbers of each member of the SSC, the chairpersons of school advisory committees, and others with whom the SSC has regular dealings, as furnished by those persons.
- Perform other such duties as are assigned by the chairperson or the SSC.

Section B: Election and Terms of Office
The officers shall be elected annually, at the _____ meeting of the SSC and shall serve for one year, or until each successor has been elected.

Section C: Removal of Officers
Officers may be removed from office by a two-thirds vote of all the members.

Section D: Vacancy
A vacancy in any office shall be filled at the earliest opportunity by a special election of the SSC, for the remaining portion of the term of office.

Article IV
Committees

Section A: Subcommittees
The SSC may establish and abolish subcommittees of its own membership to perform duties as shall be prescribed by the SSC. At least one member representing teachers and one member representing parents shall make up the subcommittee. No subcommittee may exercise the authority of the SSC.

Section B: Other Standing and Special Committees
The SSC may establish and abolish standing or special committees with such composition and to perform such duties as shall be prescribed by the SSC. No such committee may exercise the authority of the SSC.

Section B: Membership
Unless otherwise determined by the SSC, the SSC chairperson shall appoint members of standing or special committees. A vacancy on a committee shall be filled by appointment made by the chairperson.

Section C: Terms of Office
The SSC shall determine the terms of office for members of a committee.

Section D: Rules
Each committee may adopt rules for its own government not inconsistent with these bylaws or rules adopted by the SSC, or policies of the TUSD Board.

Section E: Quorum
A majority of the members of the committee shall constitute a quorum, unless otherwise determined by the SSC. The act of a majority of the members present shall be the act of the committee, provided a quorum is in attendance.

Article V
Meetings of the SSC

Section A: Meetings
The SSC shall meet regularly on the _____ school day of each month. Special meetings of the SSC may be called by the chairperson or by a majority vote of the SSC.

Section B: Place of Meetings
The SSC shall hold its regular meetings at a facility provided by the school, unless such a facility accessible to the public, including handicapped persons, is unavailable. Alternate meeting places may be determined by the chairperson or by majority vote of the SSC.

Section C: Notice of Meetings
Written public notice shall be given of all meetings at least 72 hours in advance of the meeting. Changes in the established date, time or location shall be given special notice. All meetings shall be publicized in the following venues: _____ and

_____. All required notices shall be delivered to SSC and committee members no less than 72 hours, and no more than _____ days in advance of the meeting, personally or by mail (or by e-mail).

Section D: Quorum
The act of a majority of the members present shall be the act of the SSC, provided a quorum is in attendance, and no decision may otherwise be attributed to the SSC. A majority of the members of the SSC shall constitute a quorum.

Section E: Conduct of Meetings
Meetings of the SSC shall be conducted in accordance with the rules of order established by Education Code Section 3147(c), and with Robert's Rules of Order or an adaptation thereof approved by the SSC.

Section F: Meetings Open to the Public
All meetings of the SSC, and of committees established by the SSC, shall be open to the public. Notice of such meetings shall be provided in accordance with Section C of this article.

Article VII
Amendments

An amendment of these bylaws may be made at any regular meeting of the SSC by a vote of two-thirds of the members present. Written notice of the proposed amendment must be submitted to SSC members at least days prior to the meeting at which the amendment is to be considered for adoption.

Appendix B

School Site Council Frequently Asked Questions

May I assign the vice principal or resource teacher to serve on the SSC? No, the principal is the only assigned member of the SSC. This assignment may not be delegated to anyone else.

Is it possible to serve on the SSC if I work at the school and am also a parent? Yes, if you are selected/elected, by your peers, to do so representing your working group, i.e., as a teacher, or "other school personnel".

Does the school board have the right to send the school plan back to the SSC for revision? Yes.

Is the SSC required to have by-laws? No, however, it is strongly recommended.

Are SSC members the only staff members involved in updating/revising the school plan? No, it is suggested all staff be invited to serve on SSC committees to assist in the update of the SPSA.

Can the SSC have "closed sessions" as a school board does? No, all meetings, and all parts of the SSC meetings are open to the public.

What is the primary responsibility of the SSC? Annually update/revise the SPSA utilizing the following steps:

- Measure the effectiveness of the current improvement strategies,
- Seek input from all school advisory committees,
- Update/revise school goals,
- Update/revise improvement strategies and expenditures,
- Approve and recommend strategies and expenditures,
- Approve and recommend the SPSA to the LEA for approval,
- Monitor implementation of the updated plan.

If the principal disapproves of a decision made by the SSC, can he/she veto that decision and/or change the plan they have approved? No. The principal does not have administrative authority over decisions made by the SSC. The principal may accompany the approved plan to the school board and voice his/her concerns or objectives.

Does a middle school have to include students on their SSC? No, they may but are not required to. This is a district decision.

Which school advisory committees must be asked for input in revising/updating the plan? All applicable committees should be included. Such as, English Learner Advisory Committee, Special Education Advisory Committee, and the Gifted and Talented Education Advisory Committee.

What records must the SSC maintain?

- Elections,
- Official correspondence,
- Agendas of SSC meetings,
- Evidence of input from school advisory committees,
- Minutes of meetings, recording of attendance, discussions, recommendations, and actions,
- Copies of prior year school plans.

How long must these records be maintained? Three years.

Appendix C
School Site Council Evaluation Questions (Examples)

I. Purpose and Goals

- Do all members clearly understand the role and legal responsibilities of the SSC?
- Is the SPSA aligned with the school's goals for improving student achievement?
- Are SSC's goals specific, measurable, attainable, realistic, and time-bound?
- How well does the council's work focus on issues that impact student achievement and success?

II. Composition and Representation

- Is the council's composition in compliance with all state and district requirements?
- Does the council include adequate representation from different stakeholder groups, including parents, teachers, and school staff?
- Are elections conducted in a transparent and fair manner?
- Do council members feel that their unique perspectives are represented and valued?

III. Processes and Meetings

- Are meetings held in accordance with legal requirements, such as the Brown Act?
- Are agendas posted publicly in advance and do they clearly outline the items to be discussed?
- Do meetings start and end on time? Are they well-organized and productive
- Does the council make decisions through a collaborative process and avoid domination by any single member or the principal?
- Are meeting minutes and documentation maintained and accessible to the public?

IV. Data Analysis and Decision-Making

- Does the council review and analyze a variety of data, such as test scores, attendance, and school climate surveys, to assess school progress?
- Do members receive adequate training to understand and interpret student achievement data?
- Are decisions about expenditures based on data-driven analysis and the needs assessment?
- How effectively does the council measure the impact of its improvement strategies?

V. Monitoring and Accountability

- Does the SSC actively monitor the implementation of the SPSA throughout the year?
- Are there regular check-ins to ensure that actions and strategies are being implemented?
- Does the council formally evaluate its progress toward annual goals and revise the plan as needed?

VI. Communication and Engagement

- Does the council effectively communicate its goals and actions to the entire school community?
- Are mechanisms in place for the community to provide input to the council?
- How transparent is the council regarding its budget and how funds are being allocated?
- Does the council work collaboratively with other advisory groups, such as the ELAC?

Appendix D

TUSD School Site Council Agenda & Minutes

School: Choose an item.

Click or tap to enter a date.

Agenda Items	Person Responsible
1.0 Opening/Roll Call (Select and Type Name) Principal Name: Choose an item. Name: Choose an item. Name: Choose an item. Name: Choose an item. Name: Choose an item. Name: Choose an item. Name: Choose an item. Name: Choose an item. Name: Choose an item. Name: Choose an item. Name: Choose an item. Name: Choose an item. Name: Choose an item. Name: Choose an item. Name:	Chairperson
2.0 **Minutes** (Review previous month's minutes for SSC approval) Motion: Seconded: Choose an item.	Chairperson
3.0 **Open Forum:** (Items must pertain to School Site council. Structure to be determined by council at the beginning of school year and noted in the Bylaws-Article V, Section F) Items Discussed in Open Forum:	Chairperson

4.0 **Site Report: (Not a business voting item)**(Data Monitoring aligned to implementation and monitoring of SPSA: RLA/Math/Safe Schools/Parent Involvement/Other) Items discussed in Site Report:	Choose an item. Choose an item. Choose an item.
5.0 **Unfinished Business**(Items requiring a vote: Description of each item of business to be discussed or acted upon, Ed Code 35147) 5.1 Item: Motion: Seconded: **Choose an item.** 5.2: Item: Motion: Seconded: **Choose an item.**	Choose an item. Choose an item.

6.0 New Business (Items requiring a vote: Description of each item of business to be discussed or acted upon, Ed Code 35147) 6.1 Item: Motion: Seconded: **Choose an item.** 6.2: Item: Motion: Seconded **Choose an item.** 6.3: Item: Motion: Seconded: **Choose an item.** Reports:	Choose an item. Choose an item. Choose an item.
7.0 Announcements 7.1 Always List next SSC meeting date/time/location 7.2	Principal
9.0 Adjournment Motion: Seconded: **Choose an item.** Time Adjourned:Click or tap to enter a date.	Chairperson

Date and Time Agenda was Posted: Click or tap to enter a date.