

# October 2025

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# GREETINGS

We are happy to welcome you to our training today







# AGENDA

1. **Purpose and roles of SSC Members**
2. **The roles & responsibilities of the School Site Council (SSC)**
3. **What “compliant SSC composition” entails**
4. **What funds are within the purview of SSC**
5. **Steps involved for monitoring/developing School Plans for Student Achievement (SPSA) documents**
6. **Next training cycle**





# **SSC, WHAT IT IS NOT**

- **A School Management Committee**
- **A Committee to Supervise the staff**
- **A Policy making body**
- **A Fundraising Committee**
- **A Political Organization**
- **A Grievance Committee**
- **An Extension of PTA or Parent Club**
- **A “rubber stamp”**



# Requirements & Selection

## MEMBERS

SSC Membership is a  
MINIMUM of 10  
individuals

\*RCHS exception

## MEMBERS

There **MUST** be an equal  
number between the  
employee and non-  
employee side

## MEMBERS

Classroom teachers  
must form the  
**MAJORITY** of the  
employee group

## MEMBERS

Stakeholder groups\* are  
responsible for electing  
their own  
representatives

\*Except Community Members

BIN



# **SSC MEMBERS**

## **School Site Staff**

- **Principal (or designee)**
  - **Automatically a member**
- **Classroom Teacher**
  - **Those who deliver instruction as part of their day**
- **Other school staff**
  - **Those who are employed at the school site but are not classroom teachers**





# School Site Staff

DEFINED

- **Principal (or designee)**
  - Responsible for coordinating all elections **EXCEPT** for classroom teachers
- **Classroom Teacher**
  - Full time employees who deliver instruction to students and are “rostered”
- **Other school staff**
  - Full time employees of the school who are not classroom teachers both classified & certificated



# SSC MEMBERS

## School Community

- **Parents**
  - Selected by parents through a process that is open to all parents
- **Community Members**
  - Selected by parents through a process open to all parents
- **Students\***
  - Selected by students through a process open to all students

\*Only secondary





# School Community

DEFINED

- **Parents**
  - A district employee CAN serve as a parent if the employee is the legal guardian of a student attending the school
  - A school site employee CANNOT serve as a parent even if the employee is the legal guardian of a student attending the school
- **Community Members**
  - A district employee CANNOT serve as a community member





# School Site Council Officers

Officers are elected from current membership

## Chairperson

- Presides at all of the meetings
- Signs all letters, reports, and communications of the SSC
- Performs all duties within the bylaws
- Performs other duties as are prescribed by the SSC (bylaws)

## Vice Chairperson

- Represents the chairperson in assigned duties
- Substitute for the chairperson in their absence

## Secretary

- Keeps minutes of all regular and special meetings
- Transmit true and correct copies of the minutes to SSC members
- Provide all notices in accordance of bylaws
- Is the custodian of the records of the SSC
- Keeps a register of names, addresses, and telephone numbers of each SSC member, chairperson and school advisory committees
- Performs other duties as assigned by the chairperson or SSC





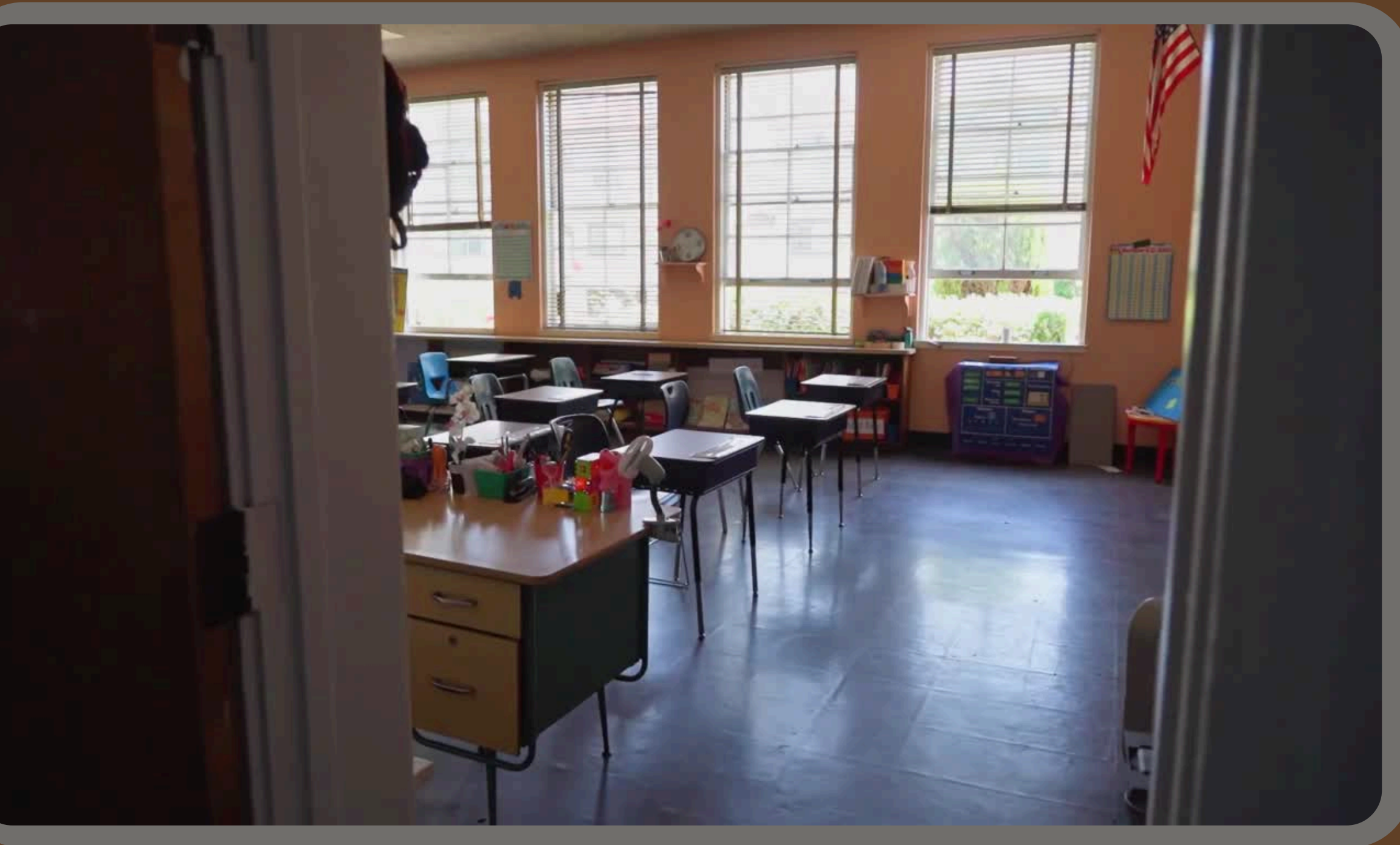
# School Site Council Meetings

## **MUST adhere to the Greene Act (Ed Code Sec. 35147)**

- Meetings must be open to the public
- Notice posted at least 72 hours before the start of the meeting
  - Include the date, time, location and agenda describing each item of business to discuss or act on
- Questions or statements that do not affect pupils or employees not be described on an agenda as items if they are only providing information
- Any member of the public may address the council during the meeting
- SSC cannot take action on any item of business unless it appears on the posted agenda (with exceptions)
- Any materials provided to a SSC shall be made available to any member of the public upon request (pursuant to California Public Records Act)

# RESPONSIBILITIES

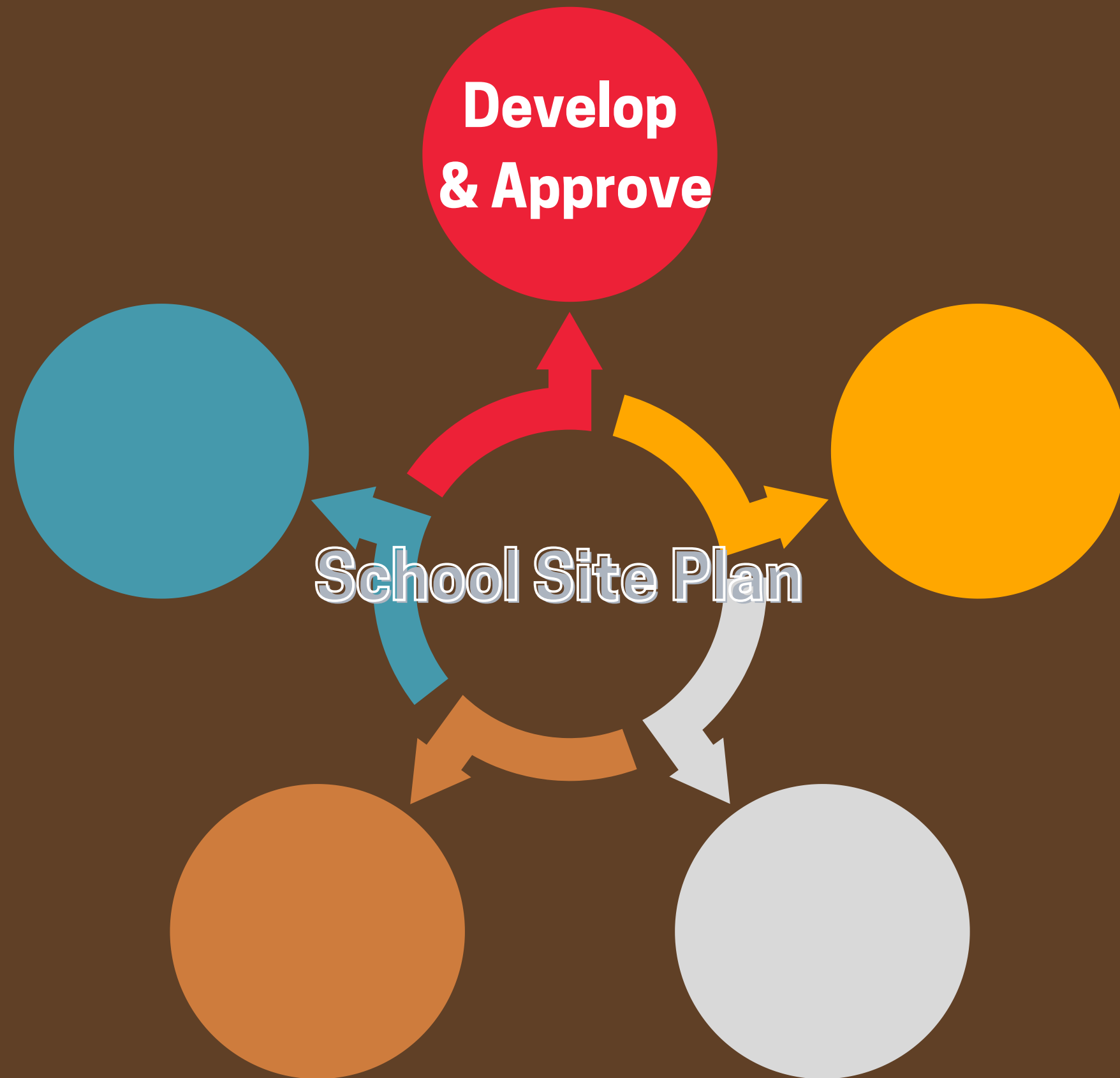
## SCHOOL PRINCIPAL



- The principal or designee is a permanent, non-elected member of SSC
- The principal may not delegate his/her SSC role
- The principal may not 'veto' the decisions of the SSC or change the approved plan
- Set the Vision and provide the school context
- Access & coordinate information/resources
- Ensure council decisions align with school/district policies
- Support implementation of the SPSA



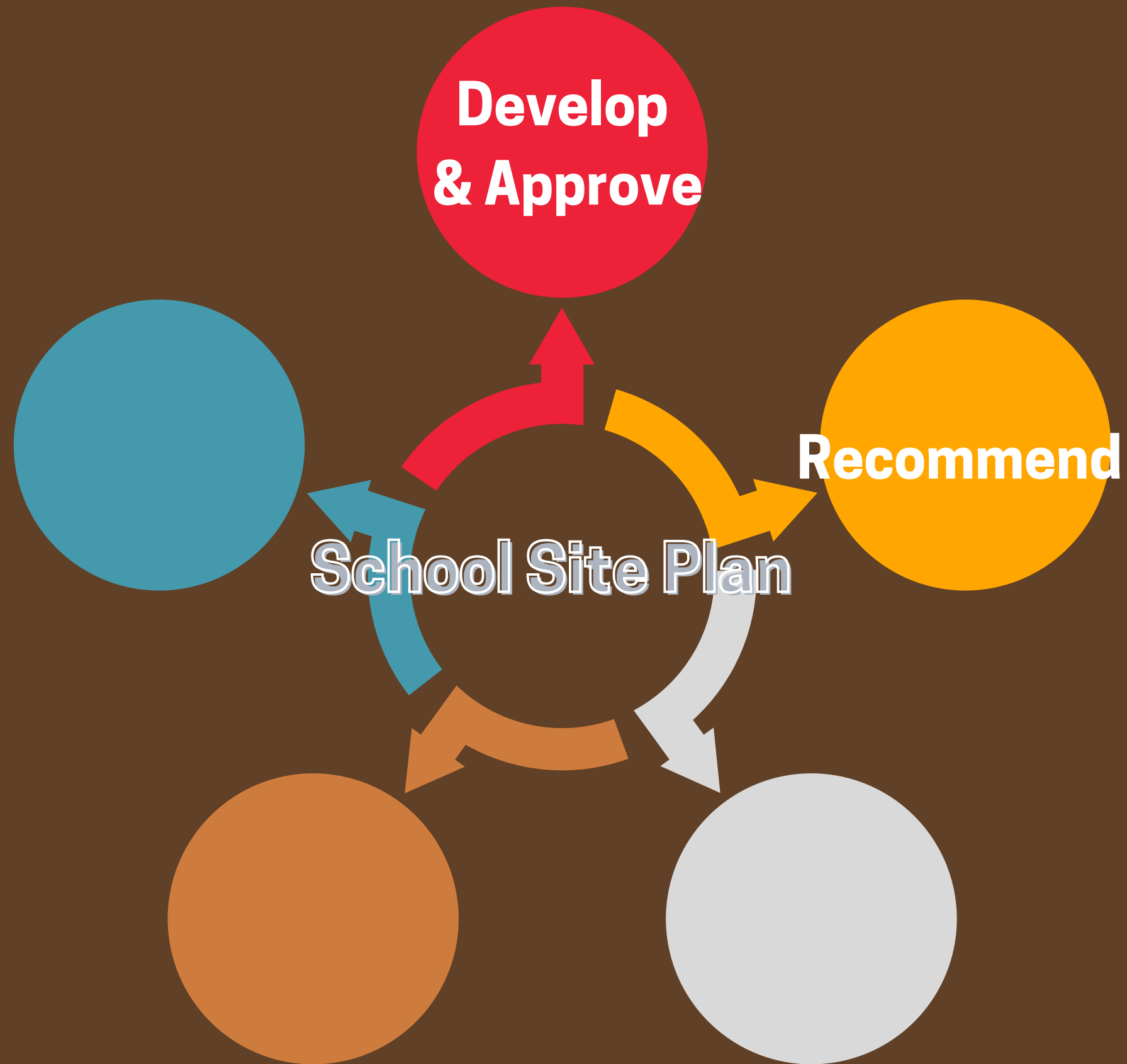
# RESPONSIBILITIES



## DEVELOP & PLAN

- Proposed expenditures of funds allocated to the school as indicated in their SPSA plan
- **Goals and actions addressing CSI or ATSI requirements, if applicable.**
- The SPSA must align with the needs identified through the school's comprehensive needs assessment and the goals identified by the SSC and must adhere to all applicable state and federal laws and regulations.
- The SPSA must include funds based on projected allocations from federal funds, and may also include other state or local funds allocated to the school to support student achievement. Proposed expenditures include planned spending and costs needed to implement the strategies/services in the SPSA.

# RESPONSIBILITIES



## RECOMMEND

- **Recommend** the SPSA, including proposed expenditure of funds, to the District Board of Education for approval.



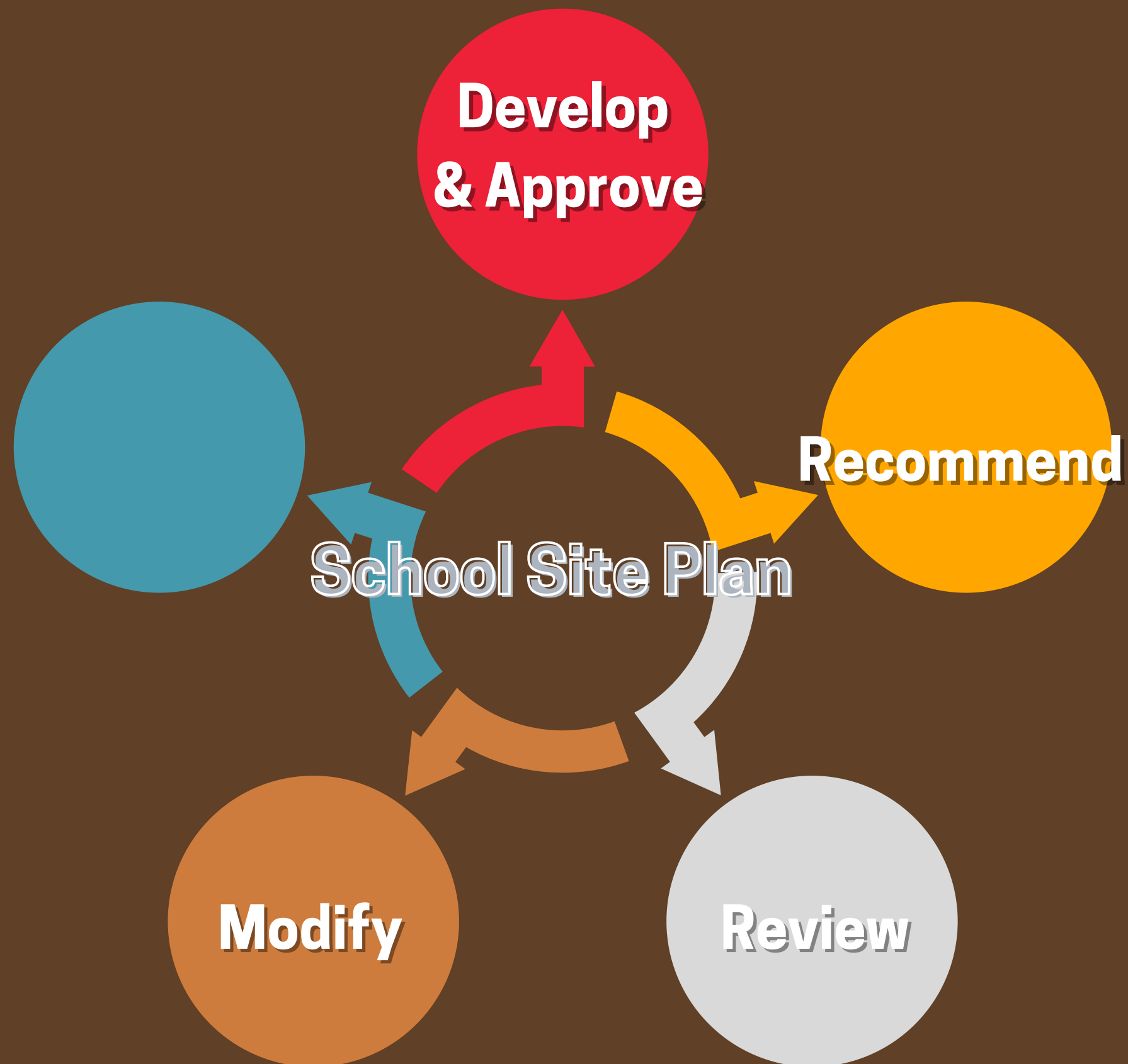
# RESPONSIBILITIES



## REVIEW

- Provide ongoing **review** throughout the school year of the implementation of the strategies/services in the SPSA to ensure the plan is being carried out to address the needs of the school and its students.

# RESPONSIBILITIES



## MODIFY

- Make **modifications** to the SPSA, if a need arises. The SSC will submit the modified SPSA to the District Board of Education for approval whenever a material change (as defined in District school board policy) is made to planned activities or related expenditures.

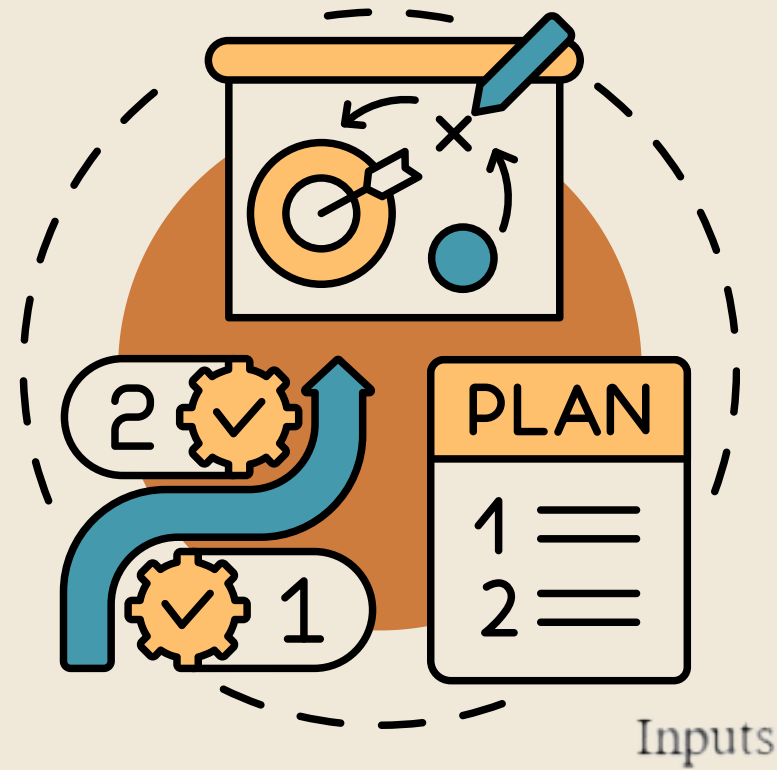
# RESPONSIBILITIES



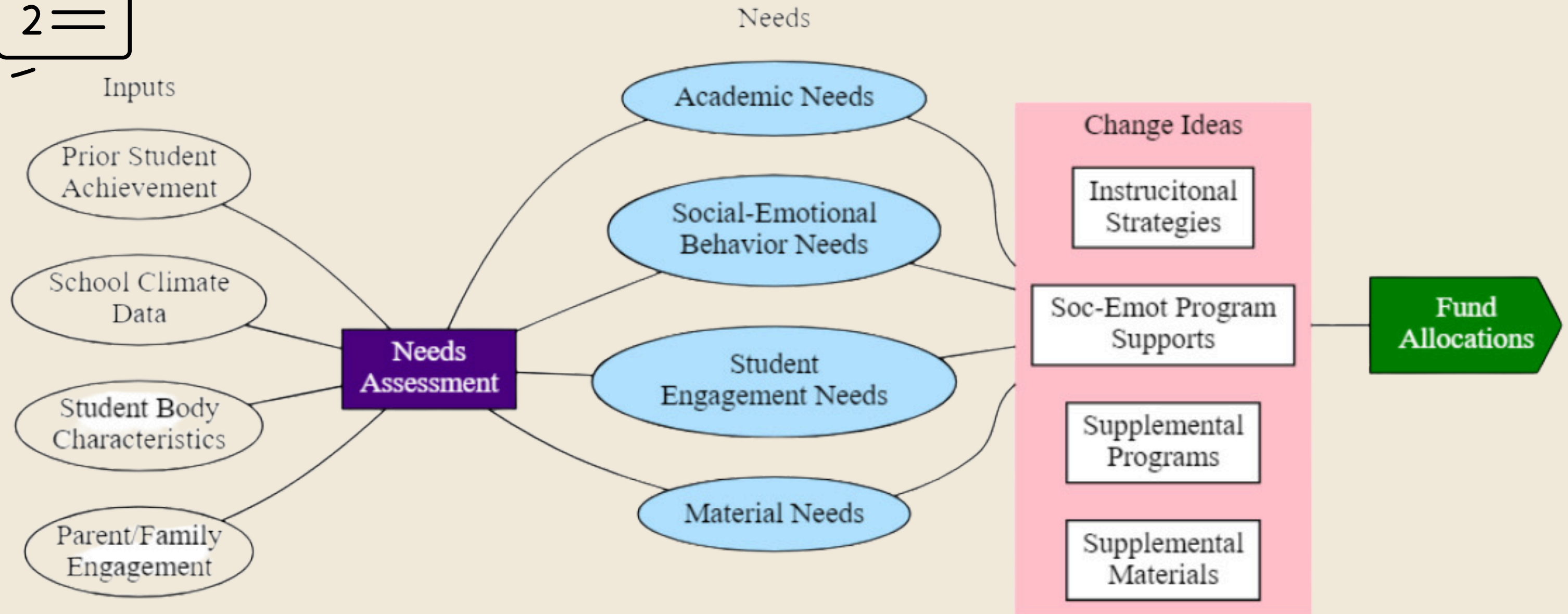
## EVALUATE

- **Evaluate** the progress made toward the school's goals to increase the academic achievement of all students. This includes reviewing and analyzing established metrics, baseline data, and desired outcomes in the SPSA to ensure continuous improvement of students in the schoolwide program.





# Needs Assessment



# RESOURCE

## School Site Council Dashboard

| A                                                                                                    | B                             | C                                                                        | D                               | E                                                                                                                                                                                                             | F | G |
|------------------------------------------------------------------------------------------------------|-------------------------------|--------------------------------------------------------------------------|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|
| <b>NEEDED MEMBERSHIP</b>                                                                             | <b>Altadena Membership</b>    | <b>Compliant</b>                                                         |                                 | <div><br/><a href="#">Altadena Folder</a></div> <div><b>Meeting Agendas &amp; Minutes</b></div>                            |   |   |
| 1 School Principal                                                                                   | 1 School Principal            |                                                                          |                                 |                                                                                                                                                                                                               |   |   |
| 5 Classroom Teachers                                                                                 | 5 Classroom Teachers          |                                                                          |                                 |                                                                                                                                                                                                               |   |   |
| 2 Other School Staff                                                                                 | 2 Other School Staff          |                                                                          |                                 |                                                                                                                                                                                                               |   |   |
| 6 Parent or Community Members                                                                        | 6 Parent or Community Members |                                                                          |                                 |                                                                                                                                                                                                               |   |   |
| <b>Member List</b>  |                               |                                                                          |                                 |                                                                                                                                                                                                               |   |   |
| <b>Name of Members</b>                                                                               | <b>Member Role</b>            | <b>Membership E-mails</b>                                                | <b>DAC Representative/Chair</b> | <div><b>Meeting Location:</b> VIRTUAL</div> <div><b>Meeting Time:</b> 3:00 PM</div> <div><b>Meeting Dates:</b><br/>(list all for the 2025/26 School Year below)</div> <div>second Tuesday of each month</div> |   |   |
| Dana Hill                                                                                            | Principal                     | hill.dana@pusd.us                                                        |                                 |                                                                                                                                                                                                               |   |   |
| Panagiota Regopoulos                                                                                 | Classroom Teacher             | regopoulos.panagiota@pusd.us                                             | Chair                           |                                                                                                                                                                                                               |   |   |
| Ashley Romero                                                                                        | Classroom Teacher             | romero.ashley@pusd.us                                                    |                                 |                                                                                                                                                                                                               |   |   |
| Stephanie Lopez                                                                                      | Classroom Teacher             | <a href="mailto:lopez.stephanie@pusd.us">lopez.stephanie@pusd.us</a>     |                                 |                                                                                                                                                                                                               |   |   |
| Maria Gonzalez                                                                                       | Other School Staff            | <a href="mailto:gonzalez.maria@pusd.us">gonzalez.maria@pusd.us</a>       |                                 |                                                                                                                                                                                                               |   |   |
| Regina Major                                                                                         | Parent / Community Member     | <a href="mailto:arkay113@aol.com">arkay113@aol.com</a>                   |                                 |                                                                                                                                                                                                               |   |   |
| Crystal Ksenjak                                                                                      | Parent / Community Member     | <a href="mailto:blussianmommy@gmail.com">blussianmommy@gmail.com</a>     |                                 |                                                                                                                                                                                                               |   |   |
| Andrew Morgan                                                                                        | Parent / Community Member     | morganandrewjames@icloud.com                                             | DAC                             |                                                                                                                                                                                                               |   |   |
| Stephanie Scribner                                                                                   | Parent / Community Member     | <a href="mailto:sdscribs@gmail.com">sdscribs@gmail.com</a>               |                                 |                                                                                                                                                                                                               |   |   |
| Eric Gibson                                                                                          | Parent / Community Member     | <a href="mailto:ericgibson111@hotmail.com">ericgibson111@hotmail.com</a> |                                 |                                                                                                                                                                                                               |   |   |
| <b>School Site Council Resources</b>                                                                 |                               |                                                                          |                                 |                                                                                                                                                                                                               |   |   |
| <a href="#">School Budgets (Title 1, S&amp;C)</a>                                                    |                               |                                                                          |                                 |                                                                                                                                                                                                               |   |   |
| <a href="#">Budget Summary Overview - How to Read your Budget Report</a>                             |                               |                                                                          |                                 |                                                                                                                                                                                                               |   |   |
| <a href="#">25-26 SPSA Budget, Expenditure, &amp; Metrics Tracker</a>                                |                               |                                                                          |                                 |                                                                                                                                                                                                               |   |   |
| <a href="#">DAC Meeting 2025-2026 Agendas</a>                                                        |                               |                                                                          |                                 |                                                                                                                                                                                                               |   |   |
| <a href="#">School Site Council Training Materials 25/26</a>                                         |                               |                                                                          |                                 |                                                                                                                                                                                                               |   |   |
| <a href="#">Sample SSC Agenda Topics</a>                                                             |                               |                                                                          |                                 |                                                                                                                                                                                                               |   |   |
| <a href="#">Archived Virtual Trainings</a>                                                           |                               |                                                                          |                                 |                                                                                                                                                                                                               |   |   |
| <a href="#">California Department of Education SSC Guidance</a>                                      |                               |                                                                          |                                 |                                                                                                                                                                                                               |   |   |
| <a href="#">School Site Council Handbook (2018)</a>                                                  |                               |                                                                          |                                 |                                                                                                                                                                                                               |   |   |





# RESOURCE

## SPSA Budget, Expenditures & Metrics Tracker

|                                                                                                                                                                                                                                                                                                                                                                                   | Copied from your SPSA |                    |                  |                 | Updated prior to each SSC meeting from internal budget monitoring tool                                                                                                                                                           |                                                                                                 |                 |                                                                                                                                                                                                                                                                                                                                                                                                               | Developed with those responsible for executing/implementing each action |                 |                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Updated as ev                                                                                |                                                                                                                       |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|--------------------|------------------|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|-----------------|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                                                                                                                                                                                                   | Goal                  |                    | Budgeted Amount  |                 | What action/expenditure is occurring?                                                                                                                                                                                            | Activated Amount                                                                                |                 | Reference                                                                                                                                                                                                                                                                                                                                                                                                     | Expenditures to Date                                                    |                 |                          | Metric(s)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Who is responsible for collecting the data?                                                  | What is/is no Effective indicators a                                                                                  |
|                                                                                                                                                                                                                                                                                                                                                                                   | Goal # from SPSA      | Action # from SPSA | LCFF S&C 07091.0 | Title I 30100.0 |                                                                                                                                                                                                                                  | LCFF S&C 07091.0                                                                                | Title I 30100.0 | Related PR or Req/PO                                                                                                                                                                                                                                                                                                                                                                                          | LCFF S&C 07091.0                                                        | Title I 30100.0 | Remaining PLANNED Budget | List the evidence that will be collected to monitor the implementation and impact of each action. These metrics should be as close to the action as possible. For example, to measure the impact of after school tutoring the team would not use CAASPP scores, rather, they could collect attendance, observation data when walking through after school tutoring classrooms, pre- and post- test scores connected to the skill(s) being remediated, and growth on iReady for those receiving tutoring compared to those that aren't. | Teachers<br>Paraeducators<br>Counselors<br>Assitant Principal<br>Parent Liaison<br>Principal | Specific evidence of effectiveness of this action. Data should be s represent the implementation Consider qualitative |
| In math, by the end of 2025-2026 school year, SBAC outcomes will increase as follows:<br>1. Overall student achievement will increase in meets or exceeds standards by 3% to 47%. (2024 result is 41%)<br>2. All students will increase by 5.3 points the SBAC Average Scaled Score to -10.5 to close Distance From Standard (DFS) on CA Dashboard.                               | 1                     | 3                  | \$10,000         | \$16,447.00     | Additional personnel to provide support for students identified by formative/summative assessments. (i.e. tutors, classroom aides, etc.)                                                                                         | \$3,910.00                                                                                      | \$13,735        | *PR 1051063 Noon Aide B. Amezcuca \$7,578 LCFF S&C (\$3,368 over planned budget applied to Goal 1.3, remainder is Goal 4.2)<br>*(\$6,090 S&C left to activate)<br><br>*PR 1045001 CERTIFICATED SUPPLEMENTAL \$16,447 Title I<br>*superceded by PR 1051064 Cert. Supp. \$10,965 Title I<br>*PC# 038082 for .375 FTE Instructional Aide from Title I \$32,399 (\$2,770 over planned budget applied to Goal 1.3, |                                                                         |                 | \$26,447.00              | iReady - Math                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                              |                                                                                                                       |
|                                                                                                                                                                                                                                                                                                                                                                                   | 1                     | 4                  |                  |                 | Parent Engagement and Communication: Provide targeted workshops to parents on how to support their children in math. Workshops will                                                                                              |                                                                                                 |                 |                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                         |                 | \$0.00                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                              |                                                                                                                       |
|                                                                                                                                                                                                                                                                                                                                                                                   | 2                     | 1                  |                  |                 |                                                                                                                                                                                                                                  | Provide teachers with high quality Professional Development and Collaboration time to implement |                 |                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                         |                 |                          | \$0.00                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | CA Dashboard                                                                                 |                                                                                                                       |
| In English Language Arts, by the end of 2025-2026 school year, SBAC outcomes will increase as follows:<br>1. Overall student achievement will increase in meets or exceeds standards by 3.3% to 58% (in 2026) from 52% (2024 baseline).<br>2. All students will increase by 10 points the SBAC Average Scaled Score to 24.4 to gain Distance From Standard (DFS) on CA Dashboard. | 2                     | 2                  |                  | \$5,850.00      | Utilize supplemental instructional resources to provide Tier II and Tier III interventions to students identified through diagnostic data. (Ex: Brainpop, Starfall, Lexia, etc.)                                                 |                                                                                                 | \$5,720.45      | *XREQ 26*226 BRAINPOP \$4,500<br>*XREQ 26*1313 JR LIBRARY GUILD \$1,101.45<br>*activity budget overage from 6.1 in the amount of \$119<br>*(\$129.55 left to activate)                                                                                                                                                                                                                                        |                                                                         | \$4,500.00      | \$1,350.00               | SBAC - ELA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                              |                                                                                                                       |
|                                                                                                                                                                                                                                                                                                                                                                                   | 2                     | 3                  | \$17,526         |                 | Additional personnel to provide support for students identified by formative/summative assessments. (i.e. tutors, aides, etc.)<br>Funds from Goal 1.3 will be utilized to support this goal in addition to funds indicated here. | \$17,526.00                                                                                     |                 | *PR 1044998 PROJ-AIDE-1 RECREATION \$17,483<br>*superceded by 1051060 Proj Aide I \$18,068 (new pay rate) \$17526 applied to this goal, remainder to 1.3                                                                                                                                                                                                                                                      |                                                                         |                 | \$17,526.00              | iReady Diagnostic - Reading                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                              |                                                                                                                       |
|                                                                                                                                                                                                                                                                                                                                                                                   |                       |                    |                  |                 |                                                                                                                                                                                                                                  | Provide more targeted Parent Communication                                                      |                 |                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                         |                 |                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                              |                                                                                                                       |

SPSA Monitoring and Evaluation

Budget Status 09-25-25

Expenditure Detail to 9-25-25

Pay Detail

Purchase Order & Requisition Activity

FUTURE ACTIVITY: TITLE I MONITORING



# FUNDS

## **Title 1 School Site Allocations\***

- Title I is a federal fund to help meet the educational needs of low-achieving students in schools with higher-counts of students from low-income families
- Requires formal parental involvement in school and district planning about the use of these funds
- Directed to help students reach proficiency (meet standards) on challenging state academic achievement standards
- The Federal Department of Education allocates Title I funds based on the US Census Data. Districts allocate their Title I funds based on the % of students eligible for the federal Free/Reduced Lunch (FRL) program
- Allowability is determined based on “supplemental” and “needs based” criteria
- Some schools operate under “targeted assistance” models which means Title I can benefit only Title I eligible students.

\*California State Law requires that Title 1 funds be expended through approved SPSAs

# FUNDS

## Central Title 1 Services

The district reserves a portion of Title I funds to provide the following services to all schools:

- Instructional Coaches/Resource Teachers (Math, Science, Literacy [Including ELA and History]) to providing direct services/supports to school sites so that unduplicated student groups' academic achievement increases;
- Curriculum, Instruction and Professional Development leadership and staff to provide direct training and support services to school sites;
- Supplemental to CDE identified three (3) Comprehensive Support and Improvement (CSI) schools;
- Supplemental to schools with the CDE identified Low Performing Students;
- Families in transition/Homeless and support staff;
- Parent and Community Engagement;
- Multi-Tiered System of Support (MTSS) intervention (such as MTSS Coaches assigned to the school sites).





# MONITORING A SPSA

## August - Ongoing

- **Implement the Plan:** Execute the strategies outlined in the plan, assigning roles and responsibilities to ensure accountability.
- **Monitor and Evaluate:** Regularly assess progress towards the goals, making adjustments as needed based on ongoing evaluation and feedback.
- **Report Progress:** Communicate updates to the school community and stakeholders, celebrating successes and addressing challenges.

*Current School Year 2025-2026*



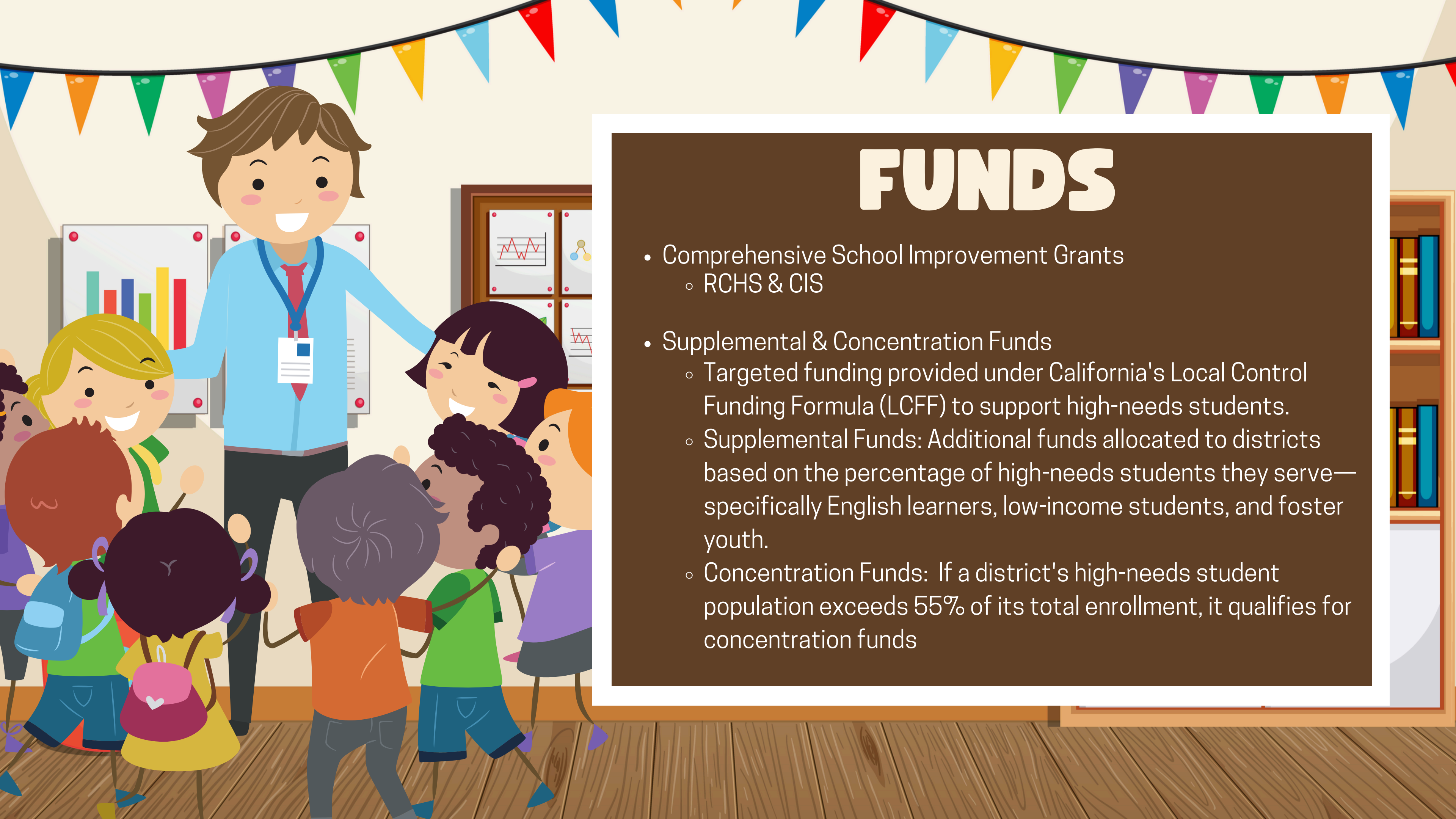
# DEVELOPING A SPSA

**Feb - May**

- **Assess Needs:** Conduct a needs assessment to identify strengths, weaknesses, opportunities, and threats (SWOT analysis) within the school.
- **Set Goals and Objectives:** Based on the assessment, establish clear, measurable goals and specific objectives that the plan aims to achieve.
- **Develop Strategies:** Identify strategies and action steps needed to reach the goals, considering resources, timelines, and responsibilities.
- **Allocate Resources:** Determine the necessary resources, including budget, personnel, and materials, to implement the strategies effectively.

*Next School Year 2026-2027*

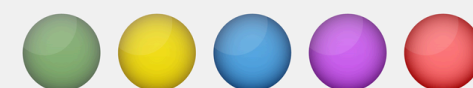
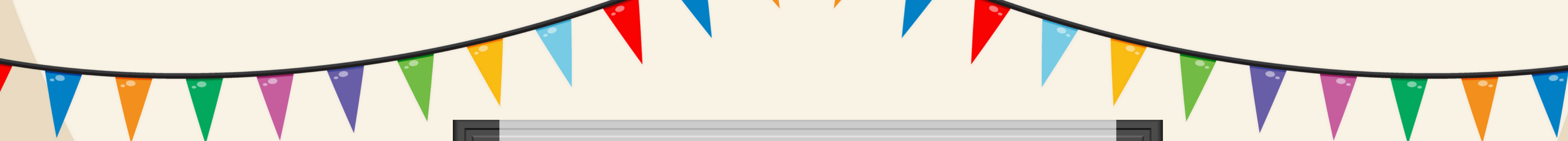




# FUNDS

- Comprehensive School Improvement Grants
  - RCHS & CIS
- Supplemental & Concentration Funds
  - Targeted funding provided under California's Local Control Funding Formula (LCFF) to support high-needs students.
  - Supplemental Funds: Additional funds allocated to districts based on the percentage of high-needs students they serve—specifically English learners, low-income students, and foster youth.
  - Concentration Funds: If a district's high-needs student population exceeds 55% of its total enrollment, it qualifies for concentration funds





## SNAPSHOT OF SUCCESS

- When did you feel your school was successful?
- As a School Site Council Member how can you help with that success?





# October 2025

Please use this link or QR Code to sign in

<https://forms.gle/LkBqhWXPfA8GT6FLA>



# THANK YOU!

## Resources

### SPSA

<https://tinyurl.com/4scd4x2v>

### School Site Council

<https://tinyurl.com/yy4y236f>

### Greene Act

<https://tinyurl.com/mr32ap2u>

### LCAP BRIEFING BOOK

<https://tinyurl.com/36ewzefu>

## Contacts

### Kristina Turley-Payne, Ed.D.

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[turley.kristina@pusd.us](mailto:turley.kristina@pusd.us)

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