



Santa Ana Unified School District

School Site Council Training



**Provided by the
Student Achievement Department**

Source: Instruction and Professional Development
Department

California Teachers Association



Why am I here?

- We want you to know how to participate
- We want you to have a voice
- We want this process to be truly collaborative
- This is a shared decision making process



School Site Council Training Objectives

By the end of this training you should be familiar with:

- The purpose of SSC
- The main tasks of the SSC
- Composition and Membership
- The SPSA and its purpose

What is a School Site Council?

- The School Site Council is an elected leadership group at each school site whose purpose is to coordinate the **supplemental funding** while monitoring student academic progress and achievement. This is done primarily through the development of the **SPSA**.



Funding Sources

- A School Site Council must be established at each school that receives and uses Supplemental funds:
 - State- LCFF
 - Federal- Title I

What are Supplemental Funds?

- Money that a school receives in addition to the allocated general school funds
- These funds help support the regular school program and enhance student learning
- Supplanting vs Supplementing (Title I Funds)



Who is on the School Site Council?

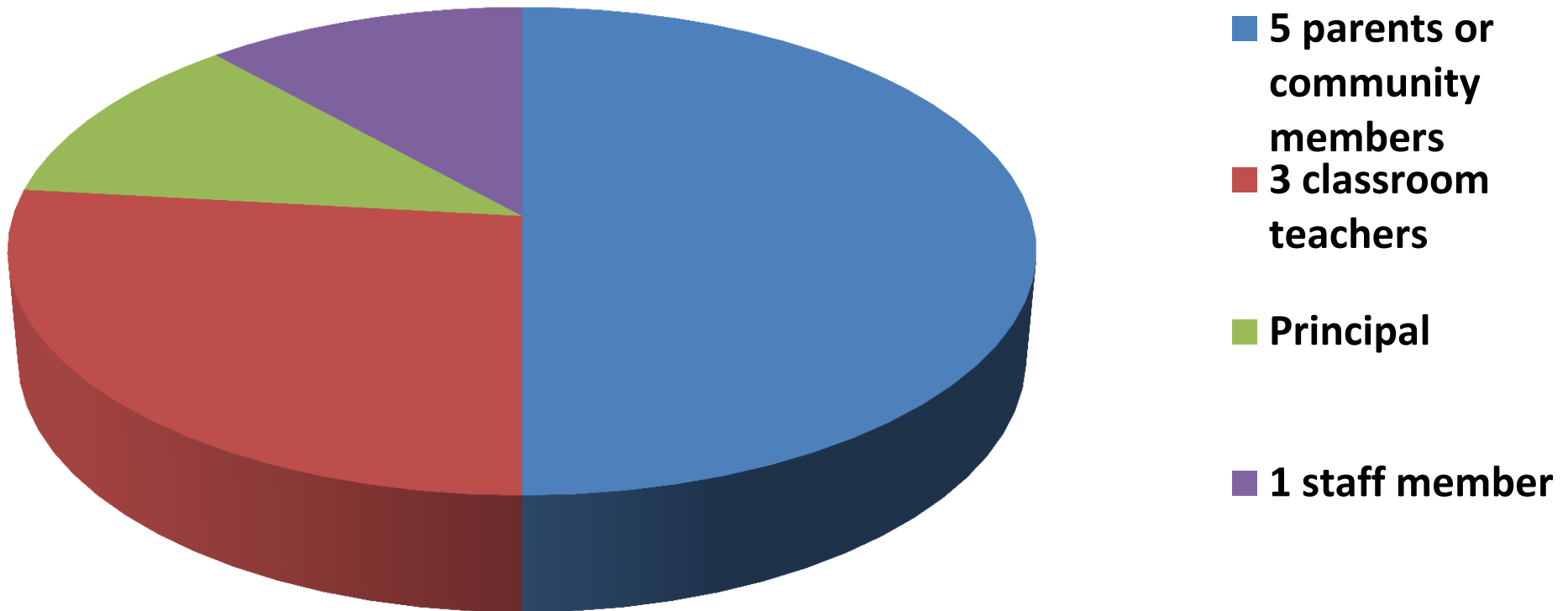
Composition & Membership

- The School Site Council at the Elementary level shall be composed of:
 - Principal (1)
 - Elected classroom teachers (3)
 - Elected staff member (1)
 - Elected parent representatives (5)

Each school site council representative will be elected by the group of individuals the represent

Elementary Schools

Elementary SSC Composition

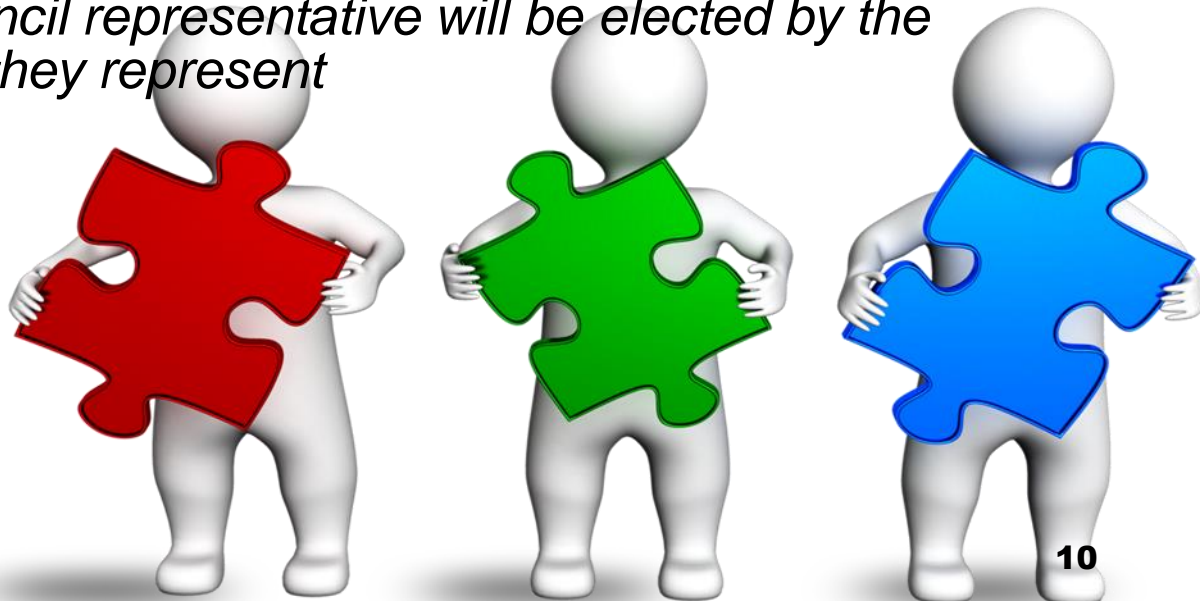


*Teachers must be the majority in the school staff representation

Composition & Membership

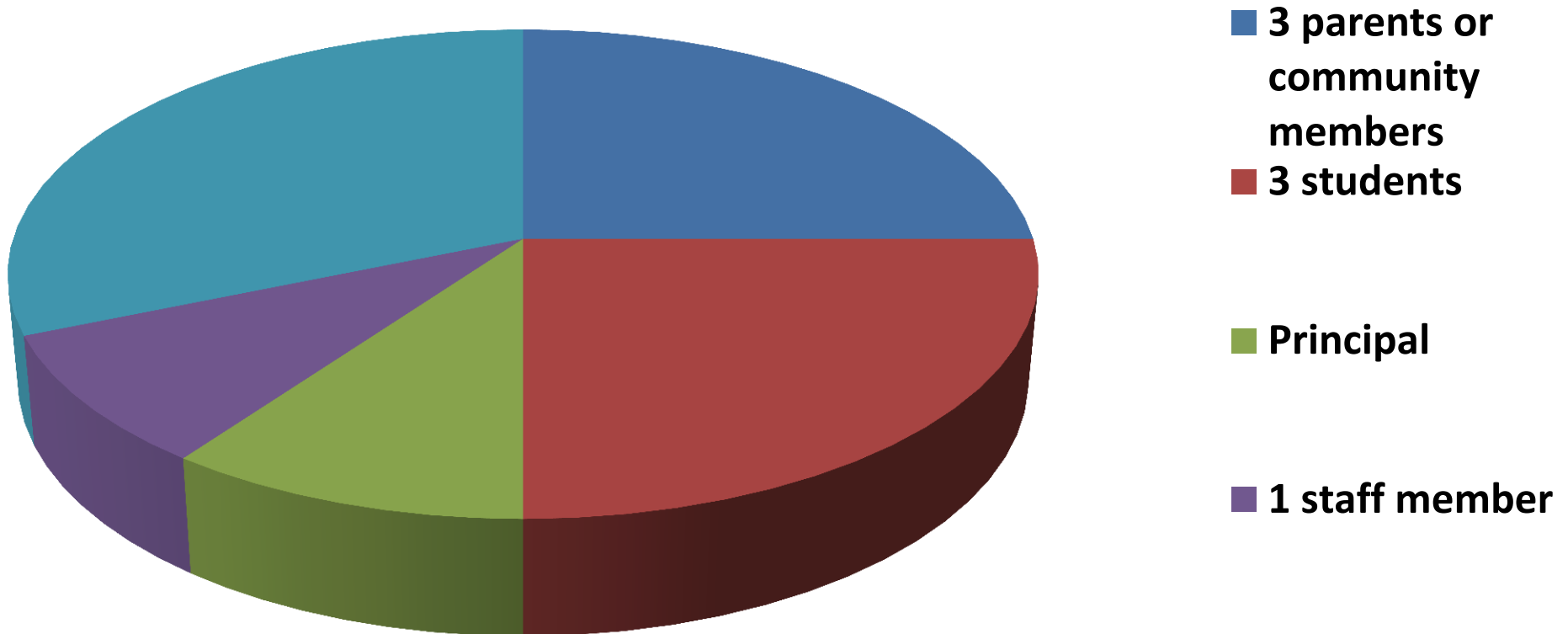
- The School Site Council at the Secondary level shall be composed of:
 - Principal (1)
 - Elected classroom teachers (4)
 - Elected staff member (1)
 - Elected parent representatives (3)
 - Elected student representatives (3)

*** Each school site council representative will be elected by the group of individuals they represent*



Secondary Schools

Secondary SSC Composition



*Teachers must be the majority in the school staff representation

SSC Officers- What does everyone do?

- Chairperson – organizes, convenes and leads meetings
- Vice-Chairperson – Serves in the absence of the chairperson
- Secretary – records actions taken at the meetings and keeps records
- DAC Representative – attends district DAC/DELAC meetings and reports to group
- Other position specified by site

The Principal

- The law is very clear that the **principal is an active, voting member** of the council
- SSC attendance and responsibilities **CANNOT** be assigned to a vice principal or other designee
- He/she has no administrative authority over the council
- In addition, the principal may not veto a decision of the council or make plan or budget changes without SSC approval

Definition of “Other” School Personnel

■ INCLUDES:

- **Classified personnel** (e.g., clerical, instructional, custodial and food services staff)
- **Administrative personnel** (e.g., vice principals, certificated administrative assistants)
- **Certificated support staff**-not assigned as a classroom teacher of record (e.g., counselors, resource teachers)
- **Itinerant staff** (e.g., translators, nurse, psychologist)

Parent/Community Eligibility

- Parent is defined as the parent or guardian of a student at a school, **unless that parent is a paid employee of the school district at *that site*.**
- Community is defined as any person having an interest in the local school process and is elected by parents to take one of their slots



Responsibilities of School Site Councils (SSCs)

Roles and Responsibilities of SSC Members

- Attend all SSC meetings
- Attend training for SSC members
- Perform tasks to assist the council in developing, monitoring, or evaluating the SPSA.
- Develop, review, and revise the SPSA



Schools should provide the following information for its SSC members

- Calendar of SSC meetings for the year
- List of SSC members and officers and their length of terms on the council
- Bylaws of the SSC
- List of programs in which the school participates
- Student Performance Data, Demographic data
- The school's most recent CPM & Self Study
- List of positions paid with Categorical \$\$\$

Meeting Requirements

Greene Act – EC 34147

- Be open to the public
- Allow the public to address the council within the jurisdiction of the council
- Post a meeting notice 72 hours in advance, specifying date, time and location, and agenda
- Make meeting materials available to the public upon request

Conducting the Meeting

- The SSC cannot act on any item that was not included on the posted agenda. 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
- Quorum: A majority of the members shall constitute a quorum. The act of a majority of the members present shall be the act of the committee, provided a quorum is in attendance.

Bylaws

- Rules of how the council conducts business. Important to have clear bylaws updated each year. Should be consulted in case of dispute.
- Election process
- Voting rules
- Membership termination
- Term limits

Effective SSCs

- Encourage the use of good listening skills
- Has clear, well-developed bylaws
- Come prepared with their materials and good ideas
- Adopt a procedure to conduct meetings (e.g. Roberts Rules of Order)
- Focus on improving student achievement for all students

Effective SSCs

- Value and respect each member of the team
- Demonstrate good problem solving skills
- Stress collaboration amongst all stakeholders
- Provide opportunities for shared leadership

Functions of a School Site Council (SSC)

- The SSC implements and monitors the school plan. Each school develops their own SPSA that funds programs geared towards academic improvement of their own students.
- However, school site must be in line with district LCAP goals since that is the plan that drives the district.

SPSA and LCAP Alignment

One destination, many roads



Requirements for the Single Plan for Student Achievement

- School districts must assure “that Site Councils have developed and approved a Single Plan for Student Achievement for schools participating in programs funded through the consolidated application process, and any other school program they choose to include...”

(EC, Section 64001(a))




6 SPSA Goals

1. Vision, High Standards, Culture and Leadership
2. Reading/ Language Arts
3. Writing Across the Curriculum
4. English Language Development
5. Mathematics
6. Parent and Community: Partnerships for Student Learners

5 Steps in Developing the SPSA and the SSC's role

- Each group will have different responsibilities
- Data collection, revising, and implementation and monitoring falls primarily on school site.
- Parents/ students will review data, make suggestions and vote on action items



Step 1- Assess

- Review Student Achievement Data and identify needs.
- State and local data, quantitative and qualitative data
- Measure effectiveness of current programs and determine causes of under achievement. (surveys, advisory committees)

Step 2- Develop, and Revise SPSA

- Based on findings from step 1, Identify Achievement Goals and Key Improvement Strategies that Align with the District Plan.
- Realistic and attainable
- Specific and measurable



Step 3 – Approve Budget

- Define Timelines, Personnel Responsible, Proposed Expenditures, and Funding Sources to Implement the Plan
- What students are targeted? Who monitors effectiveness? How much will it cost?
- Approve budget through SSC



Step 4- Board Approval

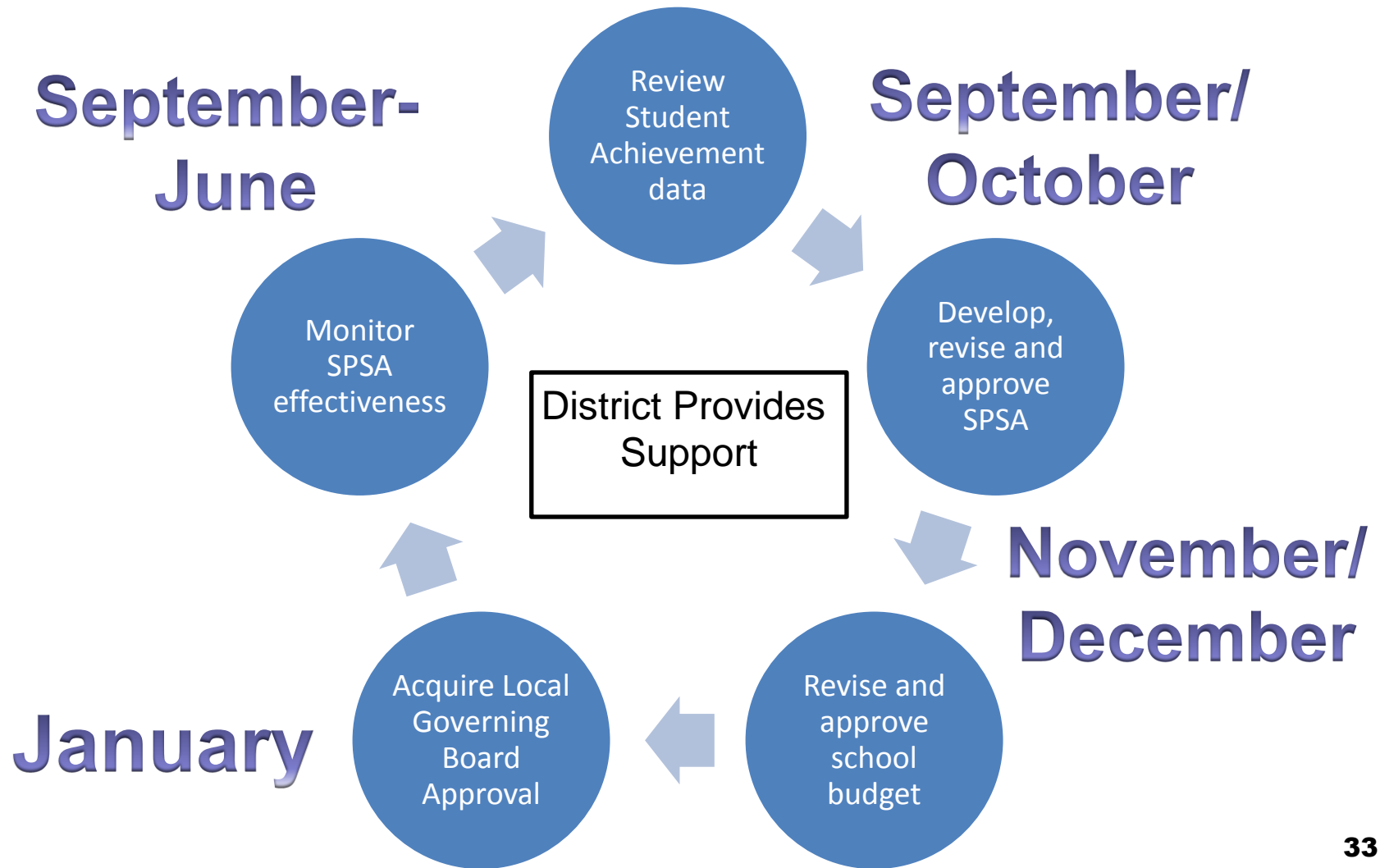
- Recommend the SPSA to the Local Governing Board
- Once the plan is developed and approved by the SSC, submit to board for approval



Step 5- Implement and Monitor

- Implement the plan
- Monitor implementation and continue the cycle
- The role of the district and school site is to provide information
- The role of SSC members is to interpret the information, provide input and vote on items.

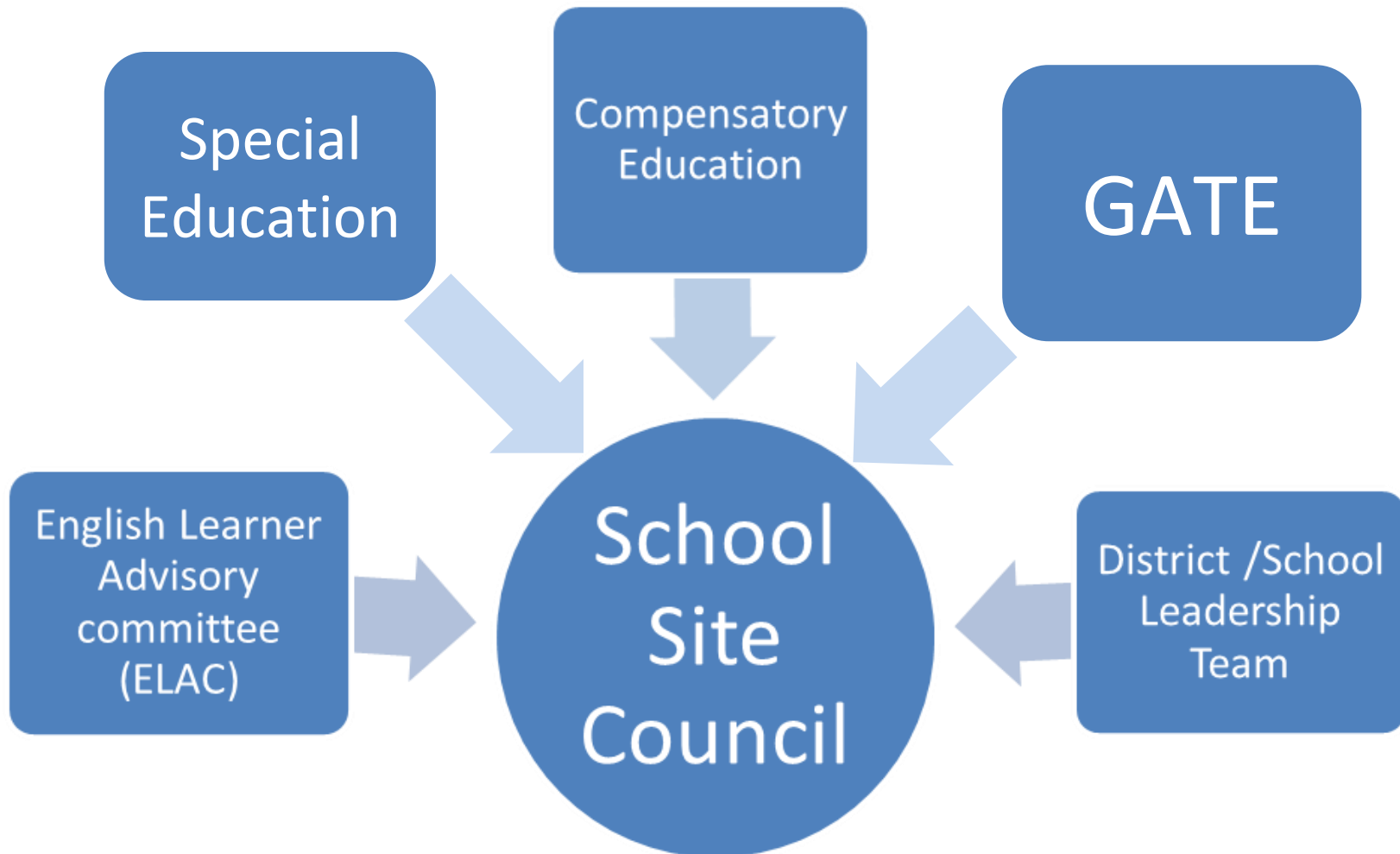
SPSA Development Cycle



Advisory Committees

- School plans must be developed “with the review, certification and advice of any applicable school advisory committees” (EC, Section 640019a)
- All required advisory committees have a responsibility to advise the school on the special needs of students and ways the school may meet those needs

The Role of Advisory Committees to School Site Councils



SSC Quiz! Yay!

- What is the main task of the SSC?
- What are advisory committees?
- What are bylaws and why are they important?
- What is the difference between an Elementary SSC and a Secondary SSC
- Can school employees serve on the council? Explain



More questions! Yay!

- What is the SPSA?
- What are supplementary funds?
- Who is responsible for collecting and distributing student achievement data?
- Who is in charge of the SSC?

Resources

- Public Schools Accountability Act:

<http://www.cde.ca.gov/ta/ac/pa>

- State Testing and Reporting data:

<http://www.cde.ca.gov/ta/tg/sr>

- Categorical Programs:

<http://www.cde.ca.gov/fg/aa/ca>

- California Education Code:

<http://www.leginfo.ca.gov/calaw.html>



Questions?

- Call- 714 558 5649

- Email-

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