



ROLE AND FUNCTION OF SCHOOL SITE COUNCILS

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Functions of a School Site Council (SSC)

- The SSC is not to be viewed as an advisory body whose advice may be accepted or rejected
- Instead, the actions of the SSC constitute the first step in a formal process for developing improvement strategies and for allocating resources to support these efforts





Functions of a School Site Council (SSC) *Continued*

- Develop a comprehensive Single Plan for Student Achievement (SPSA)
- Ensure that the school is continually engaged in identifying and implementing curriculum and instructional practices
- Develop a budget aligned to [categorical funds](#) requiring decisions from the School Site Council



Functions of a School Site Council (SSC) *Continued*

- Recommend SPSA to School Board
- Recommend plan for targeting use of other categorical or supplemental funds to School Board
- Continuous planning, monitoring, and review of effectiveness
- Annual review and revision of Plan



Actions Required of the School Site Council



Source: CDE





Key Takeaways & Questions



Your role is to:

- Review and monitor the **Single Plan for Student Achievement (SPSA)**
- Oversee categorical and supplemental funds in support of the **SPSA**



Roles and Responsibilities of School Advisory Committees

- The SPSA must be developed with the advice, review, and certification of any applicable school advisory committees:
 - English Learner Advisory Committee
 - Gifted and Talented Education Advisory Committee
- Committees have a responsibility to advise the school on the special needs of students and on ways the school may meet those needs



Roles and Responsibilities of SSC Members

- Regularly attend SSC meetings
- Become knowledgeable of state and local educational issues related to assessment, curriculum, and instruction
- Communicate SSC business internally and externally
- May appoint committees to perform tasks to assist the Council in developing, monitoring, or evaluating the SPSA



Roles and Responsibilities of SSC Members *Continued*

- Review District policies
- Develop training program for SSC members
- Review meeting and operating procedures
- Develop annual meeting calendar
- Review bylaws annually





Information Necessary for SSC Members

- Member roster and phone numbers/
e-mail addresses
- Copy of SPSA
- Copy of school budget
- Access to state content/performance standards, and
state frameworks
- Student achievement data
 - Local assessments
 - State assessments
 - Attendance



A School Site Council Is Not...

- A school management body
- A policy-making body
- A political organization
- A personnel committee
- A grievance committee
- A fundraising organization
- An extension of the PTA
- A social group



Key Takeaways & Questions



Your role is to:

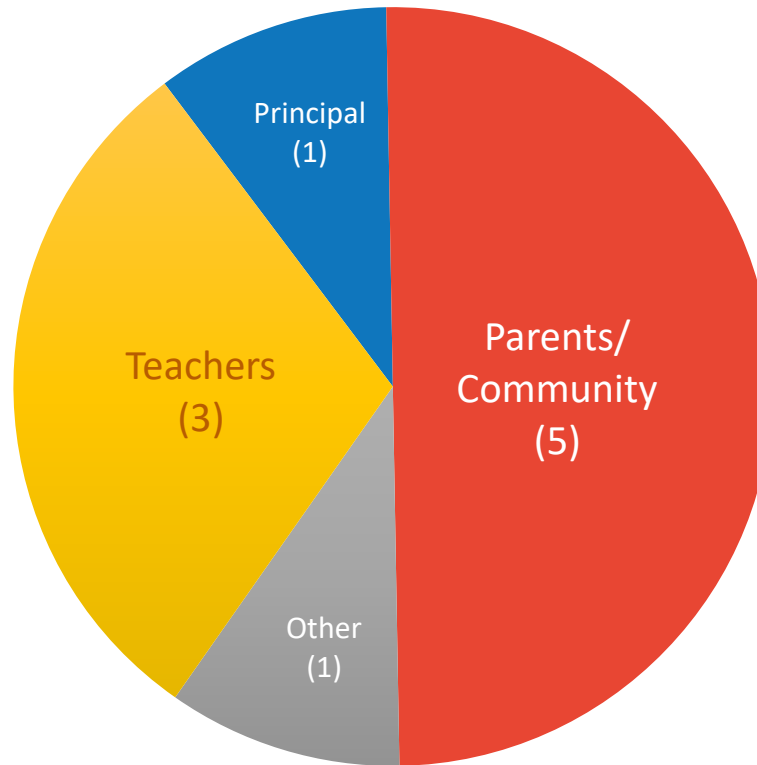
- Be present
- Be inclusive
- Be transparent
- Educate yourself and ask questions
- Understand your responsibilities



COMPOSITION OF THE SCHOOL SITE COUNCIL



Elementary Configuration (Recommended)





Composition of the SSC Elementary

Any school which has two or more grades in the K-6 grade span:

- 10 member minimum, if all categories are to be represented
- One half staff and one half parents/community members
- Staff includes: Principal, majority of classroom teachers, other staff



Other Possible Elementary School Site Council Sizes

Council Size	Parents	Principal	Other Staff	Classroom Teachers
12	6	1	1	4
14	7	1	1	5
14	7	1	2	4
16	8	1	2	5
16	8	1	1	6

Source: California Institute for School Improvement (CISI)





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 who is elected by parents to take one of their slots



Source: California Institute for School Improvement (CISI)





Meeting Requirements

- Be open to the public
- Allow the public to address the Council on any matter within the jurisdiction of the Council during oral communications
- Post a meeting notice 72 hours in advance, specifying date, time, location, and agenda describing each item of business
- Make any meeting materials available to the public upon request



SELECTION OF SSC MEMBERS



Definitions

- The Council shall be composed of the principal and representatives of:
 - Teachers **selected** by teachers at the school
 - Other school personnel **selected** by other school personnel at the school
 - Parents of pupils attending the school **selected** by such parents
- Community members may serve on the SSC if they are **selected by parents**



Election of Teachers

- Notify teachers of the nomination process
- Allow teachers to nominate self/other teachers
- Place name(s) on a ballot
- Provide an opportunity for a “write-in” candidate
- Establish a process to assure that all teachers receive a ballot



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 an associate principal or other designee
- In addition, the principal may not veto a decision of the Council or make plan or budget changes without SSC approval
- The principal works collaboratively with the SSC to develop the SPSA



Definition of “Other” School Personnel

- Includes:
 - **Classified Personnel**
Clerical, instructional, custodial, and food services staff
 - **Administrative Personnel**
Associate Principals
 - **Certificated Support Staff**
Not assigned as a classroom teacher of record (e.g., counselors, resource teachers)
 - **Itinerant Staff**
Translators, nurse, psychologist



Election of Parents

- The School Site Council should reflect the school community, including all socioeconomic, ethnic, and program groups
- The term “parent” includes a guardian
- A “parent” **CAN** be an employee in the District, but **CANNOT** be employed at the school in any capacity (e.g., noon-duty, substitute)
- A community member may serve in the “parent” position as long as the person has been selected by parents of children in the school



Sample Election Process

- Each “group” utilizes an election committee
- Notify group of election process
- Allow group to nominate self/others
- Place name on ballot
- Provide opportunity for “write-in” candidate
- Establish process to assure that everyone in that “group” receives a ballot
- Election Committee counts the ballots



SSC Peer Selection Evidence

What Federal Program Monitoring reviewers are looking for:

Evidence for SSC Peer Groups	Classroom Teachers	Other Personnel	Parents and Community Members	Students (Secondary only)
Nomination forms and notices	✓	✓	✓	If applicable
Ballots with names of nominated candidates	✓	✓	✓	If applicable
Tallies of votes on ballots, etc.	✓	✓	✓	If applicable
Meeting minutes, online voting records, etc.	✓	✓	✓	If applicable



Key Takeaways & Questions



- Post a notice of your meeting 72 hours in advance
- Keep meeting minutes (*also post**)
- Use the ballot process
- Make sure you have 50/50 representation



CONDUCTING THE SCHOOL SITE COUNCIL MEETING



Conducting the Meeting

- Create a sign-in sheet for all who attend. The sign-in sheet should designate the various constituencies (administrative, teacher, classified, parent)
- Provide copies of agenda and all materials to SSC members and the public
- Notify alternates for members that they may not vote and are not counted toward a quorum
- Follow the posted agenda



Conducting the Meeting *Continued*

- Use an agreed upon procedure (e.g., Robert's Rules of Order-10th edition) for conducting business
- Provide opportunities for discussion of items on the agenda
- Maintain minutes of the meeting for three (3) years



Source: California Institute for School Improvement (CISI)





Conducting the Meeting (Greene Act)

- The Council 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 to the agenda for action
- Questions and brief statements for clarification may be made as long as there is no impact on students or staff
- If these procedures are violated, upon demand of any person, the Council must reconsider the item at its next meeting after allowing for public comment on the item



Conducting the Meeting – Possible Agenda Items

- Monitoring and Reviewing of SPSA:
 - Review of Student Data
 - For all Students
 - For English Learners, Unduplicated Students, Students with Disabilities, etc.
 - Update on Personnel and/or Budget items related to Items in the SPSA
 - Update on Instructional Programs mentioned in the SPSA
 - Other Informational Items related to Student Achievement and Safety
- **Reminder: SSC Meetings are always open to the Public. Consider this when selecting your venue.**



Conducting the Meeting – Possible Agenda Items

School Site Council (SSC)

Legal Mandates and Recommendations

+ Date Accomplished:

	Selection/Election of SSC Council-Mandate
	Professional Development and Training for SSC-Roles and Responsibilities-Mandate
	Development of SSC Bylaws-Recommended
	Develop Meeting Calendar for 2017-18-Mandate
	Review Student Achievement Data-Mandate
	Monitor the Implementation of the Single Plan for Student Achievement-Mandate
	Coordinate with the Safety Committee regarding the Safe School Plan-Recommended
	Annually review and revise the plan and proposed expenditure of <u>funds</u>-Mandate
	Evaluate the effectiveness of the Single Plan for Student Achievement-Mandate



ESTABLISHING BYLAWS



Bylaws

- Are not required by law
- Can serve as a guide for the SSC's actions
- Should be reviewed annually by a Bylaws Committee
- The Bylaws Committee should bring the recommended changes to the SSC



Content of Bylaws

- **Name of the Organization**
- **Role of the Council**
Purpose and roles of Council (job description)
- **Members**
Size of Council, procedures for election of members, terms of office, filling vacancies, termination, and transfer of membership
- **Officers**
Methods for officer nomination, voting, election, filling officer vacancies, terms of office, and duties



Content of Bylaws *Continued*

- **Committees**
Description of standing or special committees
- **Meetings**
Description of date, time, and location of meetings
- **Conduct of the Meeting/Parliamentary Authority**
Description of procedures for conducting the meeting
- **Amendment of Bylaws**
Description of procedures for amending the bylaws



More on the Bylaws

- A copy of the SSC bylaws should be provided to all members
- The Chairperson of the SSC should annually review the bylaws with the Council members
- Each member of the Council should take time to review the bylaws
- Any material provided to a School Site Council should be made available to any member of the public who requests the materials pursuant to California Public Records Act [Chapter 3.5 (commencing with Section 6250) of Division 7 of Title I]



DAC Representative

- The parent community elects an individual to represent the school at DAC meetings
- The DAC representative may be a SSC member





DAC Representative – Recommendation

- If school representative to DAC is NOT an SSC member, it is recommended that the individual attend SSC meetings and share information from DAC meetings





Final Takeaways & Questions



- Use a sign-in sheet
- Have bylaws*
- Be responsible*
- Be transparent*
- Know your Role
- Be proud