2023-2024 School Site Council Training

School Site Council: The Essentials

Overview

- Welcome and Introductions
- School Site Council Responsibilities
- Single Plan For Student Achievement (SPSA)
- School Site Funding and Linking Expenditures to Student Achievement
- Composition & Election of School Site Council
- Roles and Running an Effective Meeting
- JESD, CDE Requirements & School Site Council Support
- Questions and Answers

School Site Council Responsibilities

Primary Role of School Site Council

1. Advise on the creation or revision of the Single Plan For Student Achievement (SPSA)
2. Approve the SPSA
3. Monitor the implementation of the plan
4. Evaluate the effectiveness of its programs

Additional Responsibilities of School Site Council

In addition to work with the SPSA, the SSC will:

- Review district policies
- Review meeting and operating procedures
- Develop annual meeting calendar
- Review bylaws annually
- Encourage parents, community members, teachers and students, if applicable, to take on leadership roles and participate in SSC activities
- Approve the Site Parent Involvement Policy and School-Parent Compact
- Carry out other duties assigned by the school board or required by state and/or federal law.

Merging ELAC with School Site Council

Each CA public school with 21 or more Els must form an English Learner Advisory Committee (ELAC)

SSC/ELAC Additional Requirements:

- The ELAC may delegate duties to SSC only after ELAC meets (at least once) and learns the rights and responsibilities of ELAC.
- ELAC can then vote for SSC to carry out all ELAC duties, for up to two years. The ELAC agenda and minutes must reflect this.
- The SSC must accept, vote for, and be trained in the duties, and then carry out all ELAC duties. The SSC agenda and minutes must reflect this.
- The proportion of EL parents on SSC must be at least as high as the proportion of EL students in the school.

Basic Expectations of SCC Members

- To attend all meetings
- Participate: ask questions and share ideas
- Be committed to the process and respectful of other members
- Remember that you were elected as a representative of your peers and you represent them in the Council.

Single Plan For Student Achievement (SPSA)

Purpose of Single Plan for Student Achievement (SPSA):

- The SPSA is the PLAN for an individual school's improvement process.
- The SPSA serves to meet requirements of state and federal categorical programs.
- Actions in the SPSA are student data driven.

School Site Council's Work with SPSA – Two Tasks

- Monitoring the current year SPSA
  - Review the implementation of actions
  - Make adjustments to the budget
- Begin the process of revising the plan for the next year.
  - Review current practice for effectiveness
  - Look at student data for student need

Monitoring the Current SPSA

- Monitor the implementation of actions and use of funding in the current year SPSA at each meeting.
- Revise & approve changes to actions or funding as needed
- Evaluate the implementation of the plan at the end of the SPSA cycle
- Use information from the evaluation to help determine the following years' goals and actions

Mid-year Changes to the SPSA

Any of the following factors may indicate a need to amend the SPSA during the school year:

- The need for a new program, item or activity based on student data or information
- Student data/information suggests that an activity/expenditure is ineffective
- Staff, equipment or materials cannot be procured or there is cost difference
- The activity may be found to be non-compliant with state or federal law

What action and what funding will be changed in the SPSA? The balance in the SPSA must be maintained at "$ 0".

The School Site Council not only approves the change of activity or item but also the funding changes in the SPSA.

Revising the Next Year's SPSA

1. Needs Assessment:
   i. Analyze student data and current educational practices in relation to the priority elements
   ii. California Data Dashboard
   iii. Performance and Targeted Action Index
   iv. Identify needs based on analysis of priority elements and student data.
   v. Prioritize and/or group student needs

2. Revisions to the Plan:
   i. Write goals for improvement aligned with District focus and priority elements
   ii. Identify the actions need to carry out the goals
   iii. Identify the people responsible, the funding source and amount, and student subgroups served
   iv. Identify metrics that will be used to measure effectiveness

2023-2024 SPSA Timeline

October - November:

- SSC officers
- Review data and implementation of 2022-23 plan (people, programs, materials)
- Ensure 2022-23 Plan monitoring strategies are in place to continue all year

December - February:

- Initial site allocations provided by Budget
- Staff & SSC conduct a Needs Assessment

February – April:

- Complete Goals, Actions, Expenditures , input from parent groups, approval from SSC; SPSA expenditures are incorporated into LCAP

April 26th : SPSAs completed

SPSA Adoption by Board of Education: June 2024

Funds Available to School Sites

State funds (LCFF Supp/Con)	Unrestricted but "principally directed to improve outcomes for target students"	Not audited, but required yearly updates in Local Control Accountability Plan
Federal funds (Title I)	RESTRICTED; rules & regulations on use of funds	Audited by CDE or USDE; Requires "evidence of effectiveness"
Other grants	May have rules & regulations	May or may not be audited

State Funds: Local Control Funding Formula (LCFF)

The District receives additional LCFF funds (Supplemental/Concentration) based on the number of Low income, English learners, foster, homeless youth.

- The District shares these funds with schools
- The funds are to be “principally directed toward, and effective in” meeting goals for “targeted” students
- Use of LCFF Supplemental funds is guided by the Local Control Accountability Plan (LCAP)

SSC Composition - Elementary

Laws govern how SSCs are composed and there must be parity (equality) between staff & parents/community.

- Principal is a mandated member
- No less than 3 classroom teachers (teachers are always a majority of staff)
- One ‘other staff” – classified or certificated
- No less than 5 parents

School Site Council Elections

Parents:

- Parent membership on School Site Council should reflect the school community, including all student subgroups
- Parents are elected by parents
- Parents are voting members
- Parents may release one or more of their SSC seats to the election of community members and the parents are the only voting members for community membership

School Site Council Elections

Teachers:

- Teachers are a voting member and the number of teachers on SSC must be higher than the combination of administrator & other staff.
- Teachers must attend SSC meetings and an alternate sent cannot vote or make quorum.
- Teachers may not veto or alter the School Plan process.

School Site Council Elections

Principal:

- The principal is a voting member of the council.
- SSC attendance and responsibilities **cannot** be assigned to a vice principal or other designee.
- Is responsible for SSC elections & making sure meetings & required activities take place.
- He/she has no administrative authority over the council.
- The principal **may not veto** a decision of the council or make plan or budget changes without SSC approval.

School Site Council Elections

Other Staff:

- 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)

Roles and Running an Effective Meeting

The SSC membership elects:

- Chairperson - organizes agenda, convenes and leads meetings
- Vice Chairperson – serves in the absence of the Chairperson
- Secretary - records event and actions taken by the council

SSC Tools

- Member roster with email addresses
- Copy of the Bylaws
- Meeting agenda, minutes to be approved, and handouts on agenda items
- Copy of SPSA with budget; instructional calendar
- Previous SPSA/Current Practice, Evaluation
- Student achievement data:
  - ❑CAASPP (California Assessment of Student Performance and Progress)
  - ❑CA School Dashboard information
  - ❑Reading and Math benchmark assessment results
  - ❑Grades and/or other local academic data
- Attendance/Behavior data; Suspension data; Survey results

SSC Meeting

- Meetings are considered open to the public
- A quorum must be present for a meeting to take place
- Time should be allotted for public comment
- Post a meeting notice 72 hours in advance, specifying date, time
- and location, and agenda describing each item of business
- Create a sign-in sheet for all who attend.
- Provide copies of agenda and all materials to SSC members and the public.
- Notify alternates that they may not vote or count toward quorum.
- Required to follow the posted agenda.

The Green Act

- The council cannot act/vote on any item that was not 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
- If these procedures are violated, upon demand of any person, the council must reconsider the item at it's next meeting after allowing for public comment on the item

Right of Minority

SSC Members have:

- The right to be heard and to voice their dissent
- The right to have their dissent noted in the record
- But, once dissent is given and vote taken, it is the decision of the collective body, even those who objected

What the SSC is Not

- School management
- Supervision of staff
- Policy making
- Fundraising
- Political organization
- Personnel Committee
- Grievance Committee
- Extension of the PTSA
- Social Group

JESD & CDE Requirements

Yearly:

- Parent/Staff Election/Selection (CDE requirement)
- SSC Membership Roster (District requirement)
- Officers/Parent Advisory Council/DELAC Representatives (District requirement)
- Meeting Schedule (District requirement)

Monthly:

- Meeting Agendas/ Sign-in Sheets(CDE requirement)
- Meeting Minutes in detail (must include suggestions, input, motions, names)

As Needed:

- Single Plan For Student Achievement (CDE requirement)
- Bylaw Amendments
- Changes in Membership