

Audubon School Site Council Agenda

9/26/2016

1 **THE SCHOOL SITE COUNCIL**

2 **WHAT IS A SCHOOL SITE COUNCIL, AND WHO ARE MEMBERS?**

The School Site Council (SSC) is an elected or selected group representative of the school's staff, parents, and in secondary schools, students.

3 **HOW ARE SSC MEMBERS CHOSEN?**

All members, *with the exception of the principal*, are elected or selected by their peer group. The principal is assigned to serve as a permanent, voting member on the council. (This responsibility may not be delegated to someone else.)

4 **HOW ARE SSC MEMBERS CHOSEN?**

- The SSC selection process is determined by each district, and outlined in district policy and/or SSC bylaws.
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- Documentation of the process must be maintained for 3 years.
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5 **MEMBERSHIP COMPOSITION OF AN ELEMENTARY SSC**

Composition of the SSC is specified in the California Ed. Code Section 52852 as follows:

- The SSC shall ensure parity between (a) the principal, classroom teachers, and other school personnel; and (b) parents or other community members selected or elected by parents.

6 **SAMPLE COMPOSITION OF AN ELEMENTARY SSC**

7 **MORE ABOUT COMPOSITION OF THE SSC**

In both the elementary and secondary SSC, classroom teachers shall comprise the *majority* of persons represented under subdivision (a) of this section.

At the discretion of the local governing board, the middle school may, but is not required to, include student representation on the SSC.

8 **COMPOSITION, continued**

- Parent or community members, representing that group, may not be employed at the school site.



- "Other school personnel" refers to classified and/or certificated staff; i.e., school nurse, resource teacher, vice principal, instructional aide, secretary, etc.

9 **THE RESPONSIBILITIES OF THE SSC ARE TO:**

- Annually facilitate the revision/update of the school goals, improvement strategies and planned expenditures which are outlined in the *Single School Plan for Student Achievement*.

10 **RESPONSIBILITIES, continued**

- Ensure the school goals and improvement strategies are measurable and based on an analysis of verifiable state and local data.

- Ensure the goals, improvement strategies, and proposed expenditures are legally compliant and support the district's goals, LCAP and LEA (Local Educational Agency) plan.

11 **RESPONSIBILITIES, continued**

- Seek input from all advisory committees.

- Approve and recommend the updated Single School Plan to the local governing board for their approval.



- Monitor the implementation of the approved School Plan, making modifications as necessary.

12 **RESPONSIBILITIES, continued**

- Measure the effectiveness of the improvement strategies and expenditures.

- Maintain documentation of all SSC actions and activities for three years.

13 **OPERATING THE SSC**

- It is recommended local School Board policy and/or SSC bylaws specify:

1. The means of selecting SSC members and officers.

2. Terms of office for members/officers.

3. Method of membership replacement when midterm vacancies occur.

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14 **OPERATING THE SSC, continued**

5. The roles and responsibilities of the SSC.
6. The roles and responsibilities of SSC officers.

15 **OPERATING THE SSC, continued**

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- School Site Councils operate under the rules and regulations of the Greene Act, EC Section 35147(c) and should be conducted according to Robert's Rules of Order.
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16 **OPERATING THE SSC, continued**

- The SSC Chairperson and Principal develop the agenda for each meeting.
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- The SSC agenda is publicly posted 72 hours in advance of each meeting. SSC are open to the public. No action may be taken if meeting notice was not published 72 hour sin advance.
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- SSC actions are limited to the publicly posted agenda items.
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17 **OPERATING THE SSC**

Sample Agenda:

1. Call to order
2. Roll Call (quorum established)
3. Call for additions/deletions to agenda*
4. Read/approve/correct minutes
5. Public comment (required agenda item)

18 **OPERATING THE SSC**

6. Report of standing and special committees
- 7.
7. Unfinished Business
- 8.
8. New Business
6. Adjournment

19 **OPERATING THE SSC, continued**



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Schoolsite Council (SSC)

The schoolsite council annually reviews and updates the Single Plan for Student Achievement (SPSA) including proposed expenditure of funds allocated to the school through the Consolidated Application.

Legislative citation/requirement: [Education Code 64001\(g\)](#), [Education Code 52852](#)

California *Education Code (EC)* Section 64001 requires that a SSC develop the Single Plan for Student Achievement (SPSA). The SSC must approve the plan, recommend it to the local governing board for approval, monitor its implementation, and evaluate the effectiveness of the planned activities at least annually.

[SPSA Part III: Resource Index](#) (DOC; Feb-2015)

Appendix E: Organizing the School Site Council, *SPSA Part III: Resource Index*.

[Single Plan for Student Achievement](#)

A Guide for Developing the Single Plan for Student Achievement (SPSA) is not mandated but provided to LEAs and schools as a resource.

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Last Reviewed: Friday, August 19, 2016

California Education Code Section 35147

[Laws](#) > [California Laws](#) > [Education Code](#) > California Education Code Section 35147

35147. (a) Except as specified in this section, any meeting of the councils or committees specified in subdivision (b) is exempt from the provisions of this article, the Bagley-Keene Open Meeting Act (Article 9 (commencing with Section 11120) of Chapter 1 of Division 3 of Title 2 of the Government Code), and the Ralph M. Brown Act (Chapter 9 (commencing with Section 54950) of Division 2 of Title 5 of the Government Code).

(b) The councils and schoolsite advisory committees established pursuant to Sections 52012, 52065, 52176, and 52852, subdivision (b) of Section 54425, Sections 54444.2, 54724, and 62002.5, and committees formed pursuant to Section 11503 or Section 2604 of Title 25 of the United States Code, are subject to this section.

(c) Any meeting held by a council or committee specified in subdivision (b) 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. Notice of the meeting shall be posted at the schoolsite, or other appropriate place accessible to the public, at least 72 hours before the time set for the meeting. 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. 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. Questions or brief statements made at a meeting by members of the council, committee, or public that do not have a significant effect on pupils or employees in the school or school district or that can be resolved solely by the provision of information need not be described on an agenda as items of business. If a council or committee violates the procedural meeting requirements of this section and upon demand of any person, the council or committee shall reconsider the item at its next meeting, after allowing for public input on the item.

(d) Any materials provided to a schoolsite council shall be made available to any member of the public who requests the materials pursuant to the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1).

(Added by Stats. 1994, Ch. 239, Sec. 2. Effective July 21, 1994.)



EDUCATION CODE - EDC

TITLE 2. ELEMENTARY AND SECONDARY EDUCATION [33000 - 64100] (*Title 2 enacted by Stats. 1976, Ch. 1010.*)

DIVISION 2. STATE ADMINISTRATION [33000 - 33596] (*Division 2 enacted by Stats. 1976, Ch. 1010.*)

PART 20. STATE EDUCATIONAL AGENCIES [33000 - 33596] (*Part 20 enacted by Stats. 1976, Ch. 1010.*)

CHAPTER 2. Superintendent of Public Instruction [33100 - 33195.6] (*Chapter 2 enacted by Stats. 1976, Ch. 1010.*)

ARTICLE 2. Powers and Duties [33110 - 33133.5] (*Article 2 enacted by Stats. 1976, Ch. 1010.*)

33133. (a) The Superintendent of Public Instruction shall develop information, and submit this information to the State Board of Education for its approval. This information shall be for distribution to school districts and, to the extent feasible, for posting on the State Department of Education Internet website, to strengthen and promote the opportunity for quality involvement by parents and guardians in schoolsite councils whose composition meets the requirements of Section 52012. In developing the information, the Superintendent of Public Instruction may use documents currently available from nonprofit organizations, such as Ed Source and the California Parent Teacher Association, or state and local government agencies.

(b) The information shall be provided to each school district and county office of education and may be made available for parents and guardians who are members of schoolsite councils whose composition meets the requirements of Section 52012 and shall cover at least the following topics:

- (1) Operation of schoolsite advisory bodies, including bylaws, group responsibilities, and roles.
- (2) Public meeting notice requirements.
- (3) Information about the total budget of a school district and how funds are distributed to schoolsite advisory bodies, including, but not limited to, the amount of funds distributed to schoolsites.
- (4) Information about the school district and state standards of expected pupil achievement in core academic subjects for each grade level.
- (5) Instruction on how to interpret data from the pupil performance measures selected by the school district.
- (6) A definition of "significant gains made by pupils" toward meeting the standards of expected pupil achievement.
- (7) Research-based information about curriculum and teaching strategies that will improve pupil performance.
- (8) The right to information under the Public Records Act set forth in Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1 of the Government Code.

(9) Information regarding the educational and training needs for pupils, as identified and expressed by local employers, former pupils of the school district, and postsecondary education institutions.

(c) In addition to the composition set forth in Section 52012, a schoolsite council at the middle school level may, but is not required to, include pupil representation.

(Added by Stats. 1998, Ch. 809, Sec. 1. Effective January 1, 1999.)