

Welcome to School Site Council (SSC)

You are a valuable representative of
the school community!

Objectives

This presentation provides:

1. School Site Council (SSC) composition requirements
2. roles and responsibilities of the SSC
3. Introduction of Single Plan for Student Achievement (SPSA)
4. guidelines for conducting SSC meetings

Objective #1

SSC Composition Requirements

Basic Principle for Legislating School Site Councils

The California Legislature believes that the individuals who are most affected by the operation of the school should have a major role in the decisions regarding how a school functions.

Secondary Composition

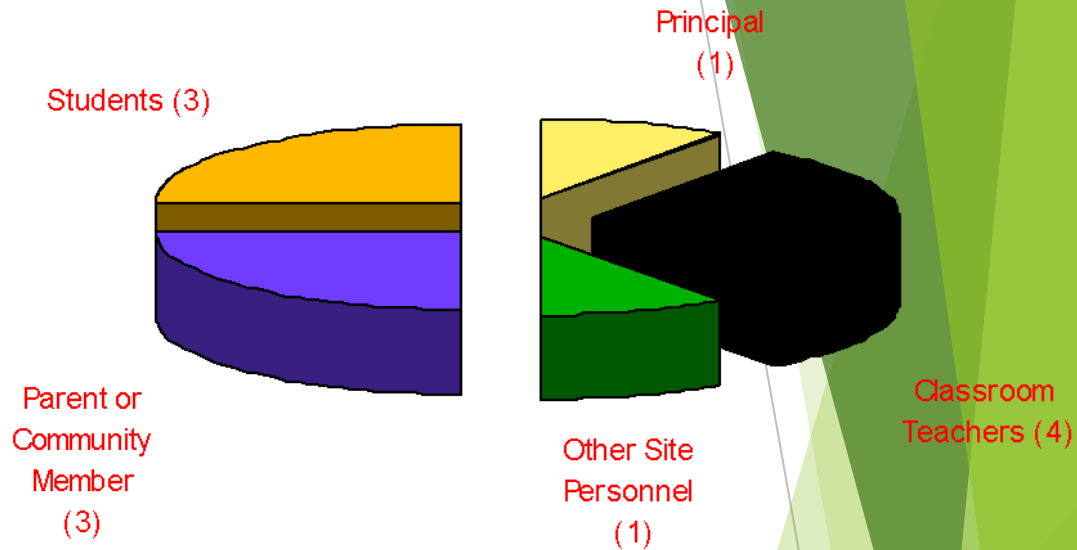
Secondary SSC

Parents or community members and students equally share $\frac{1}{2}$ of the council.

Classroom teachers must be in the majority of the staff side.

"Other School Personnel" includes: other administrative positions, other non-classroom teacher positions, and all site classified personnel.

Smallest council is composed of 12 members.



OHS SSC Composition

Principal and Representatives of:

Teachers selected by teachers (5)

Other school personnel selected by school personnel (2)

Parents selected by parents (4)

H. S. students selected by students (4)

Objective #2

Roles and Responsibilities of the SSC

SSC Officer Roles

CHAIRPERSON

Organizes, convenes, and leads meetings of the Council

VICE-CHAIRPERSON

Serves in the absence of the Chairperson

SECRETARY

Records events and actions taken at Council meetings; signs/ dates minutes

PARLIAMENTARIAN

Resolves questions of procedure, often with the help of “Robert’s Rules of Order”

Primary Responsibility of SSC

Overall, SSC serves as the school community representative body for determining the focus of the school's academic instructional program and all related categorical resources



A small part of monitoring the SPSA includes addressing how school funds should best be spent to meet students' academic needs.



But, the ***primary responsibility*** of the SSC is to monitor the effectiveness of the Single Plan for Student Achievement (SPSA) and suggest changes to the plan as necessary.

Primary Responsibility of SSC



Single Plan for Student Achievement

SSC responsibilities include:

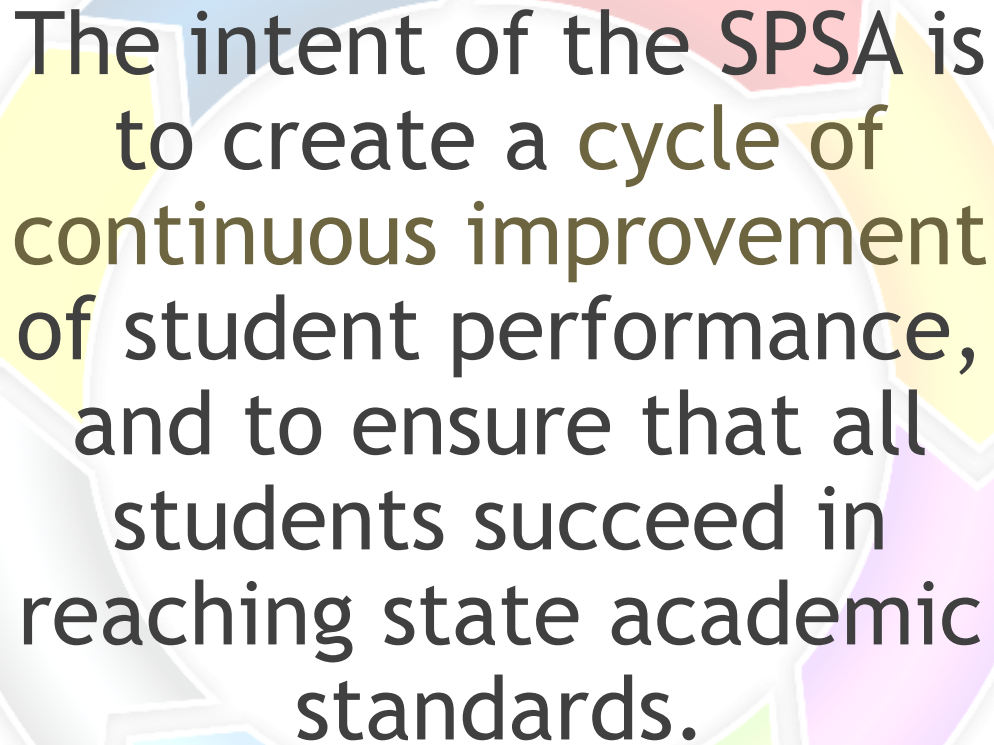
- ▶ **developing** the Single Plan for Student Achievement (Ed. Code 52853, 64001)
- ▶ **approving** the Plan
- ▶ **recommending** it to the local governing board for approval
- ▶ **monitoring** its implementation
- ▶ **evaluating** the effectiveness of the planned activities *at least annually*

Title I Schools SSC Also

- Review and make recommendations
District and School Parent involvement
Policies and School Compacts

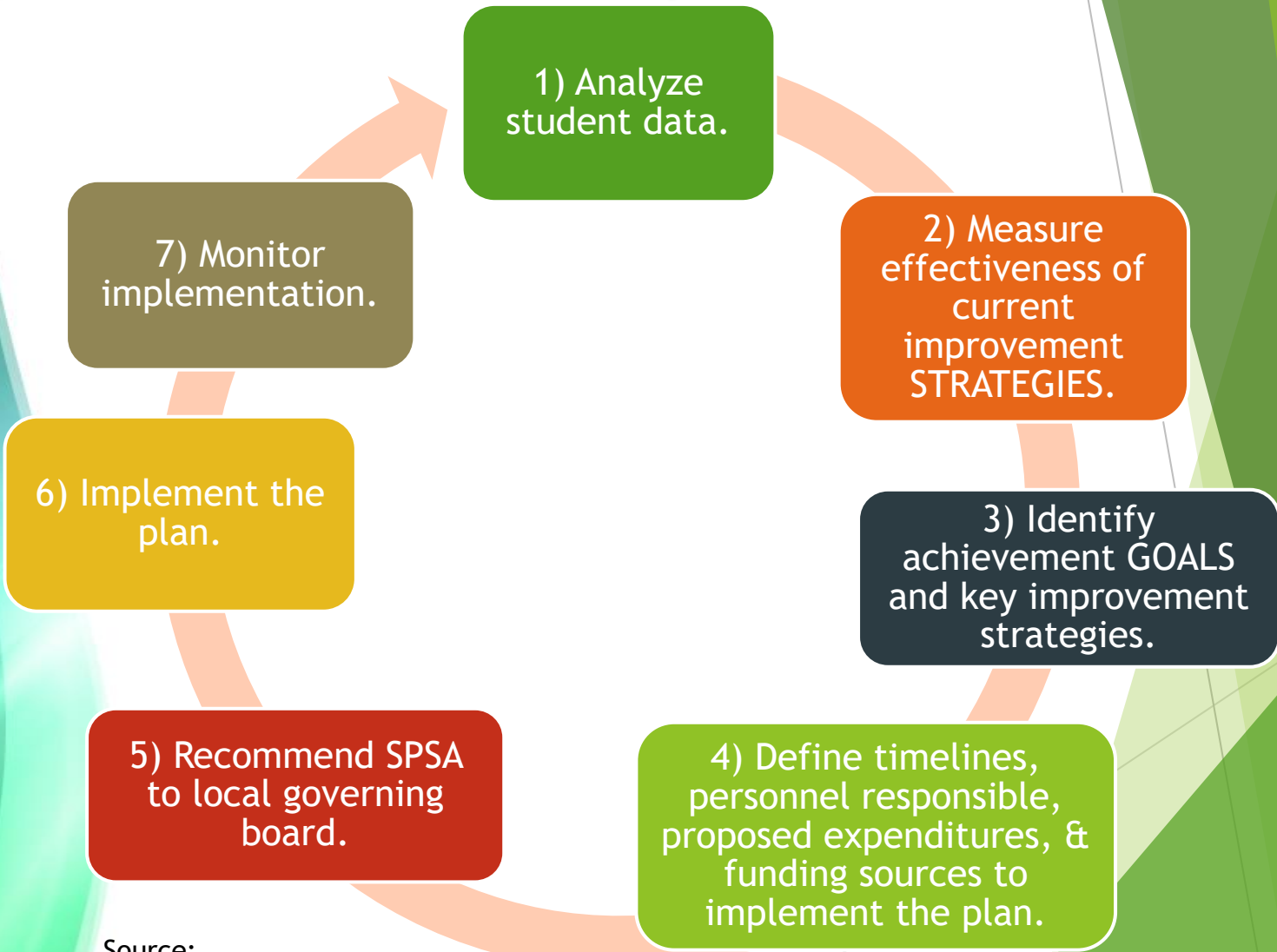
Objective #3

Single Plan for Student Achievement (SPSA)



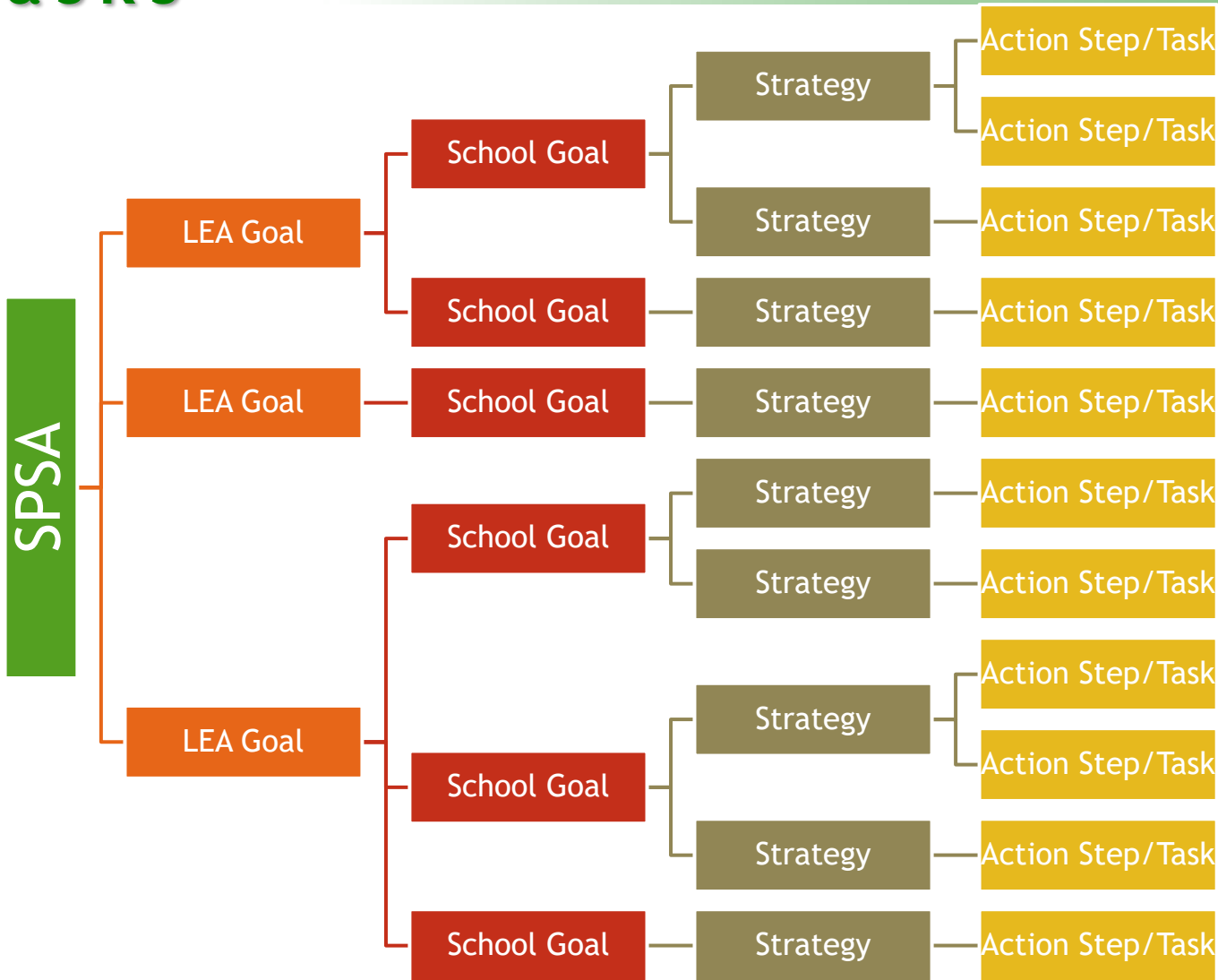
The intent of the SPSA is to create a cycle of continuous improvement of student performance, and to ensure that all students succeed in reaching state academic standards.

Continuous Improvement Cycle



Source:
Guide to the Single Plan for Student Achievement
California Department of Education, February 2013

Goals, Strategies, Actions & Tasks



The SPSA consists of **goals, strategies, action steps, and tasks** that, ultimately, *stem from and relate to* OUSD's goal of high academic achievement for all students.

Objective #4

Guidelines for Conducting SSC Meetings

Agenda Requirements

- Must be posted in a public place 72 hours prior to the meeting.
- Includes the date, time, location, and each item of business.
- Review and approve past minutes

Agenda Requirements

- Unfinished Business
- New Business
- Committee Reports Provides time on the agenda for public comment.

Conducting the Meeting

Call to Order

- The meeting is first called to order. Second, members are welcomed. Next, roll call is taken. Finally, quorum is/is not established.
 - Quorum is the number of members that must be legally present in order to conduct business, *50% of the membership total, 8 members*

If a quorum is not present, the Chair waits until there is quorum, or until after a reasonable time, there appears to be no prospect that a quorum will assemble.

If quorum cannot be obtained, the Chair calls the meeting to order, announces the absence of a quorum, and entertains a motion to adjourn, recess, or have an informational meeting.

Conducting the Meeting

- Provide a sign-in sheet for attendees.
- Provide copies of the agenda and all materials to SSC members and the public.
- Notify alternates for members that they may not vote and do not count toward a quorum (one more than 50%).
- Follow the contents of the posted agenda.

Conducting the Meeting

- Use an agreed upon procedure (e.g., *Roberts' Rules of Order- 10th Edition*) for conducting business.
- Provide opportunities for all members to discuss items on the agenda.
- Maintain minutes of the meeting.
- Maintain minutes of the meeting for 3 years.

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 on 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.

Resolving Disagreements

- Try to resolve a disagreement at the site level.
- The SSC or any member may request clarification on a policy/procedure from district office staff.
- The council or any member may request (in writing) assistance from the local board of education.
- Any individual who believes that the program is not meeting the intent of the law may file a formal complaint form using the district's Uniform Complaint Procedure.

SSC Bylaws should specify

- Means of selection of members and officers
- Terms of office for members and officers
- May elect members for a two year term
- Notice of elections for each peer group
- Responsibilities of SSC and time commitment

Thank you for your time and
commitment in being a
member of your school's
School Site Council.

You are a valuable
representative of the school
community!