# Good Evening

- Welcome to School Site Council Training.

- Please sign-in. The sign-in sheets are located on the table at the side of the room.

- While you are waiting for others to arrive, you may:

  - Skim through your agenda and information packet.

  - Write your name with a pen on your name tag.

  - Write down School Site Council questions on 3x5 cards found at the sign-in table. Questions will be answered by Lauren Sipelis at a later time.

  - Enjoy a quiet moment.
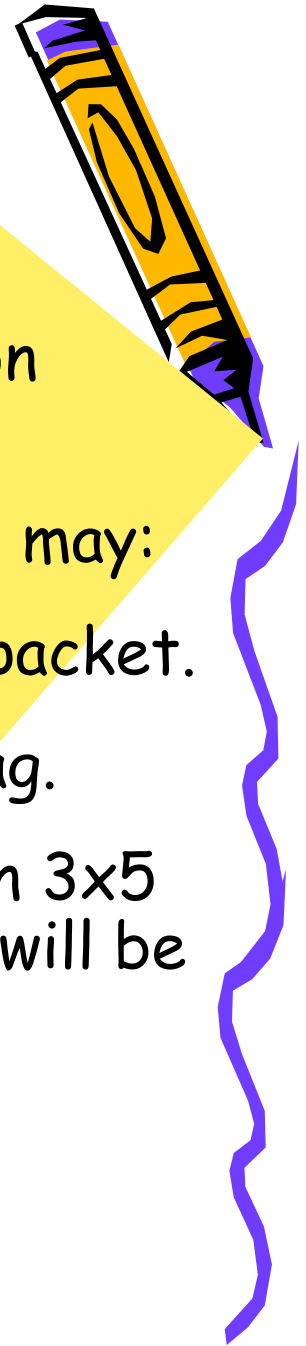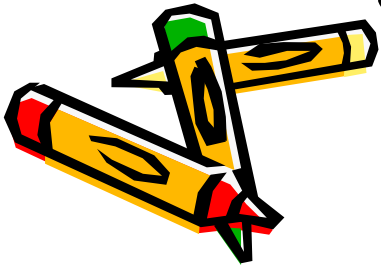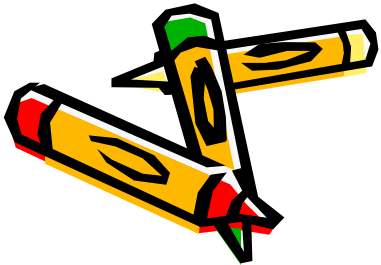
Welcome To School Site Council Training

Lauren Sipelis
Director of Elementary Education
Irvine Unified School District

This Workshop Will Address:

- Purpose of the Council

- Continuous Improvement Efforts

- History of Some of the SSC Legislation

- Composition of the Council

- Selection/Election of Members

- Bylaws

- Meeting Agendas

- Working Together

- Roles/Responsibilities
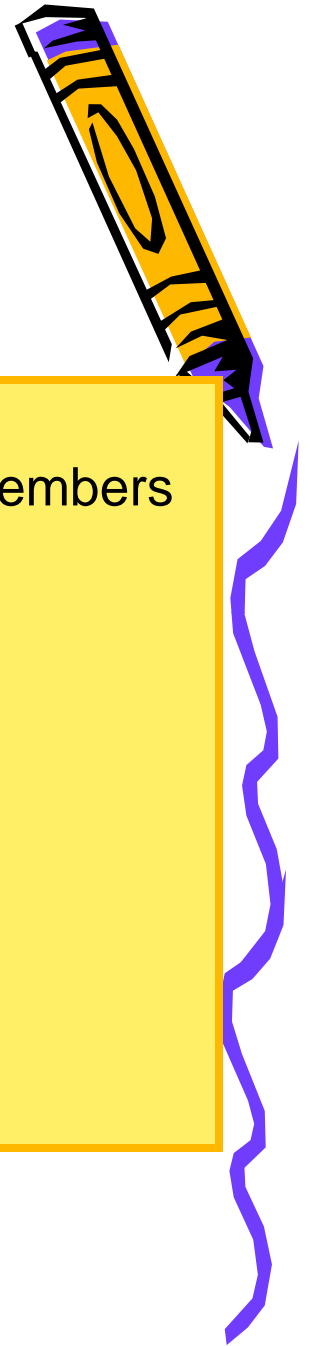
The Facts About
School Site Councils

The Roles and Responsibilities
of a School Site Council

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.
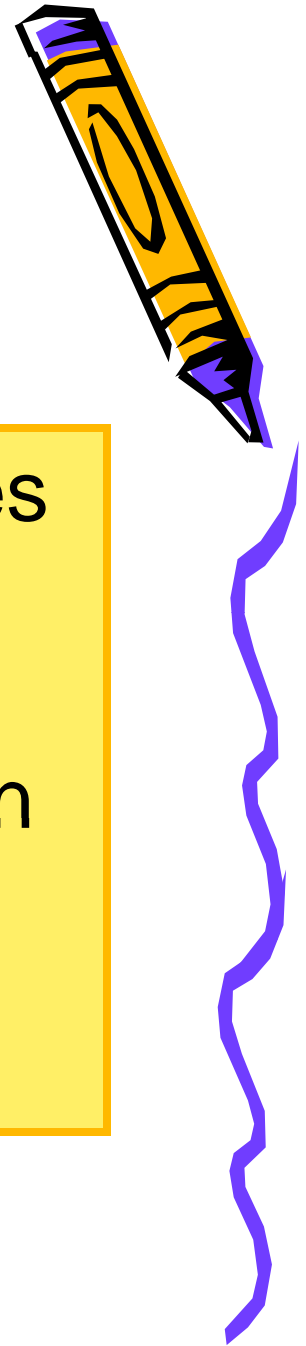
Legislative Intent

Education should be a joint effort of parents, teachers, administrators, and other school staff.

The common goal is to raise academic performance of all students and to dialogue about student learning, common assessments, and best practices.
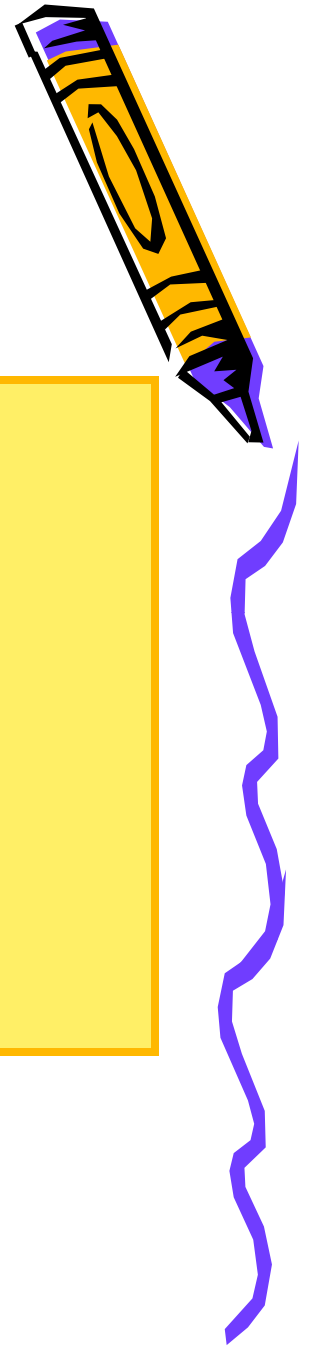
Roles and Responsibilities

What is a
School Site Council (SSC)?

- A school-based decision-making organization.

- A group of individuals whose central focus is supporting the best decisions for students.

- A broad-based committee who listens to each other as well as the school community.

- A resource team that promotes trust and encourages full participation in school and district activities as well as employs systematic problem-solving strategies.
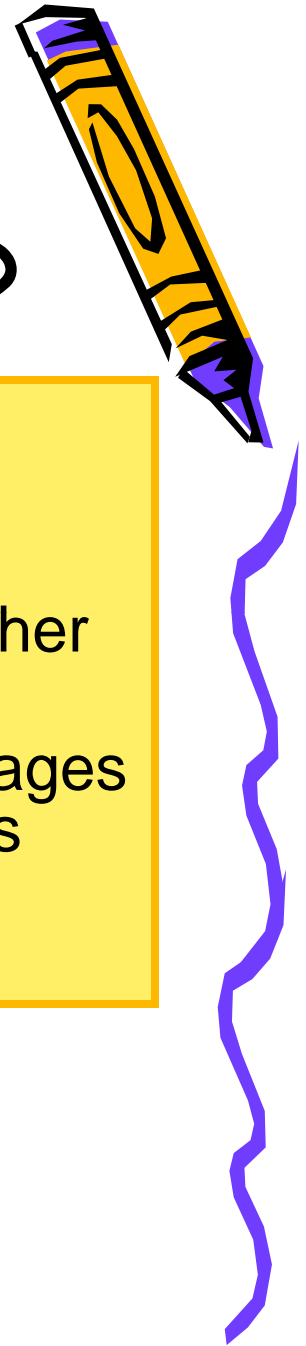
A School Site Council is not:

- A school management committee
- A political organization
- A grievance committee
- A personnel committee
- A fundraising organization
- An extension of the PTA or Parent Club
- A social group

Overall Responsibility of the SSC

Serves as the school community representative body for determining the focus of the school's academic instructional program and all related categorical resources.
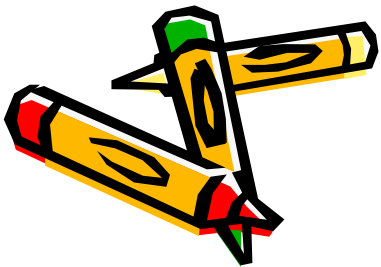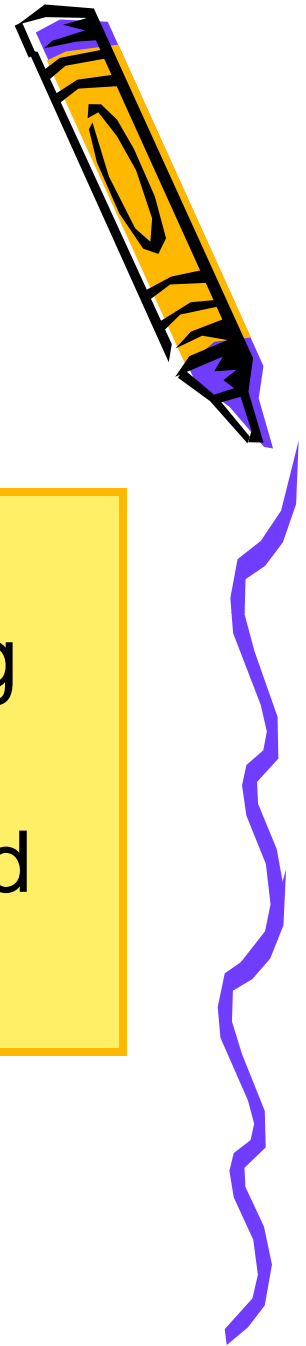
SSC Responsibilities

- Analyzing and evaluating the academic achievement of all students in the school.

- Obtaining recommendations from school site advisory committees (ELAC, PTA, Staff Leadership Team) regarding the focus of the school's *Single Plan for Student Achievement (SPSA).*

- Developing and approving the school plan and all proposed expenditures in accordance with all state and federal laws and regulations.

- Recommending the school plan, including related budget expenditures to the local governing board.
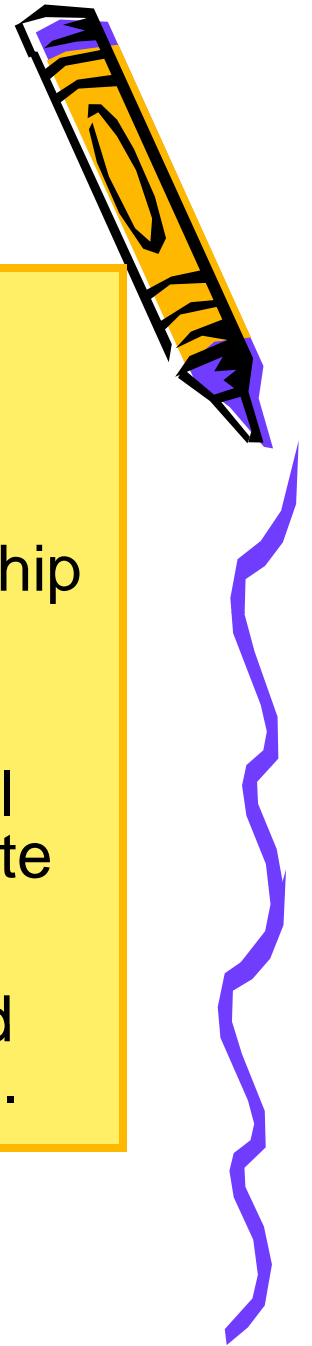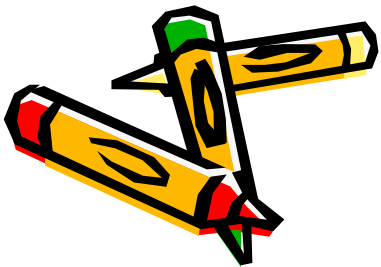
SSC Responsibilities (cont.)

- Providing ongoing monitoring of the implementation of the plan and budgets/expenditures.

- Revising the school plan, including expenditures, timelines, and evaluation criteria, as needed.

- Participating in all local, state, and federal reviews of the school's program for compliance and quality.

- Conducting an annual evaluation of the effectiveness of the school's progress toward meeting school goals to raise student achievement for all students.
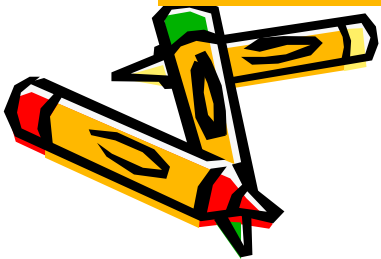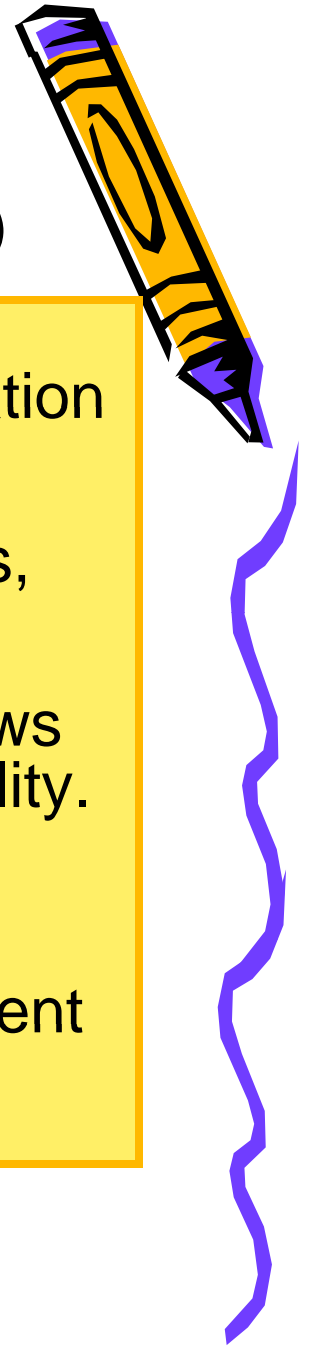
SSC Responsibilities (cont.)

- Encouraging broad representation of parents, community members, teachers and students, if appropriate, including all socioeconomic, ethnic, and programmatic groups represented in the school in leadership roles and in the activities of the School Site Council.
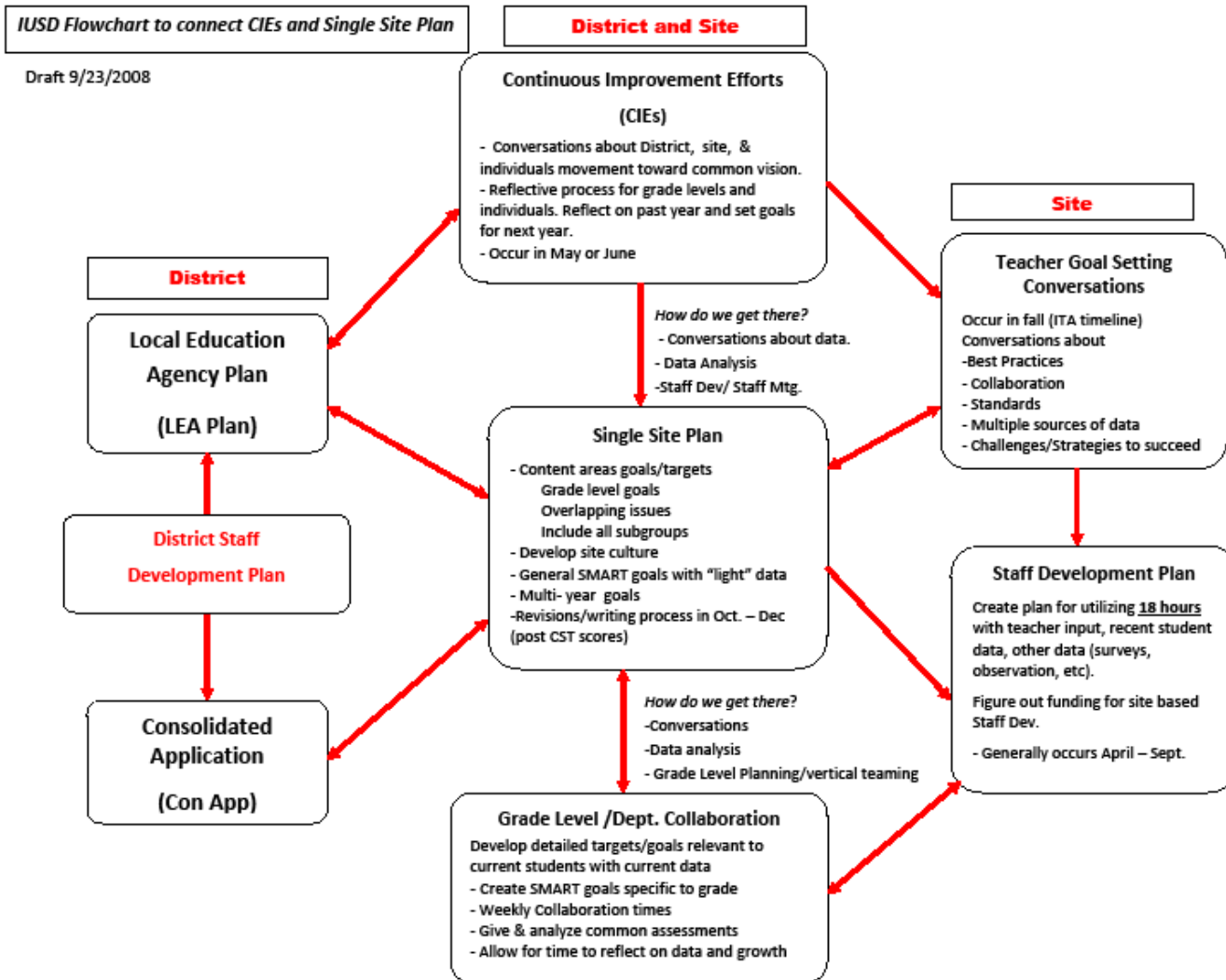
- Carrying out all other duties assigned to the council by the district governing board and by state or federal law.
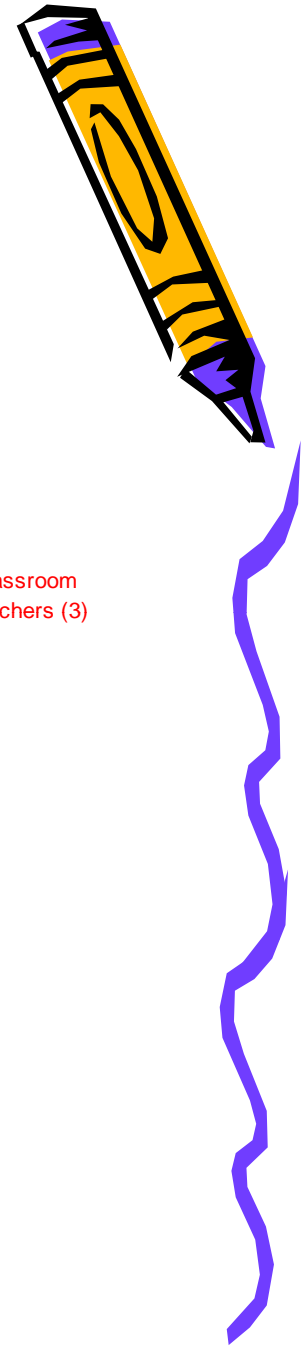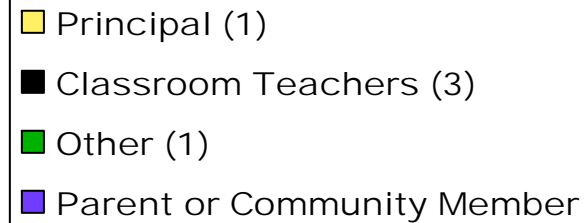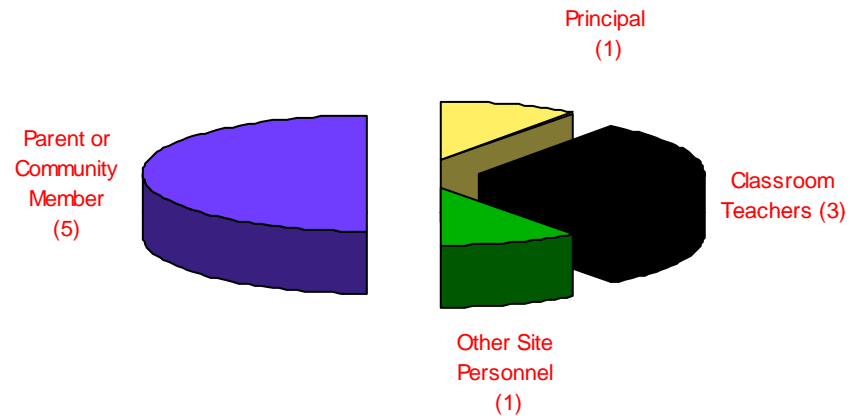
IUSD Continuous Improvement Efforts

IUSD Flowchart to connect CIEs and Single Site Plan

Draft 9/23/2008

District and Site

Continuous Improvement Efforts (CIEs)

- Conversations about District, site, & individuals movement toward common vision.
- Reflective process for grade levels and individuals. Reflect on past year and set goals for next year.
- Occur in May or June

How do we get there?
- Conversations about data.
- Data Analysis
- Staff Dev/ Staff Mtg.

District

Local Education Agency Plan (LEA Plan)

District Staff Development Plan

Consolidated Application (Con App)

Single Site Plan

- Content areas goals/targets
    - Grade level goals
    - Overlapping issues
    - Include all subgroups
- Develop site culture
- General SMART goals with "light" data
- Multi- year goals
- Revisions/writing process in Oct. – Dec (post CST scores)

How do we get there?
- Conversations
- Data analysis
- Grade Level Planning/vertical teaming

Site

Teacher Goal Setting Conversations

Occur in fall (ITA timeline)
Conversations about
- Best Practices
- Collaboration
- Standards
- Multiple sources of data
- Challenges/Strategies to succeed

Staff Development Plan

Create plan for utilizing __18 hours__ with teacher input, recent student data, other data (surveys, observation, etc).

Figure out funding for site based Staff Dev.

- Generally occurs April – Sept.

Grade Level /Dept. Collaboration

Develop detailed targets/goals relevant to current students with current data
- Create SMART goals specific to grade
- Weekly Collaboration times
- Give & analyze common assessments
- Allow for time to reflect on data and growth

Composition of
# the School Site Council

Elementary Composition

- Parent or community membership is equal to school staff membership.

- 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.

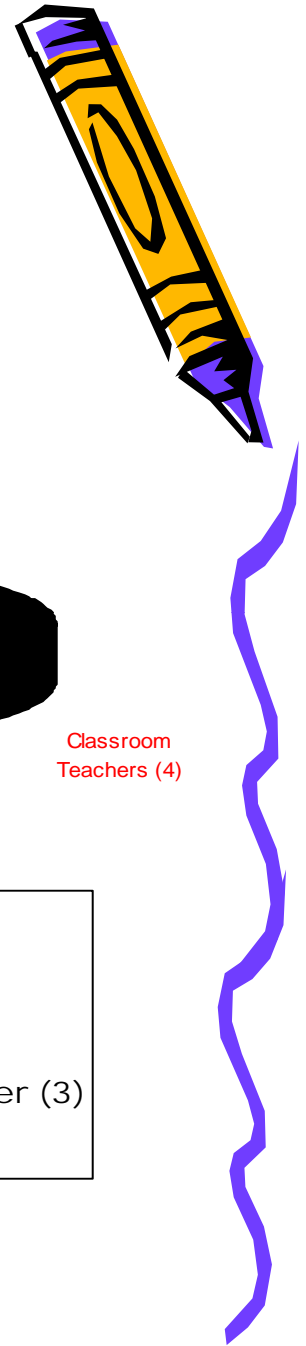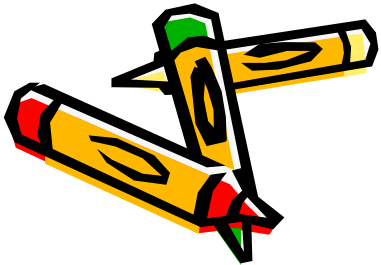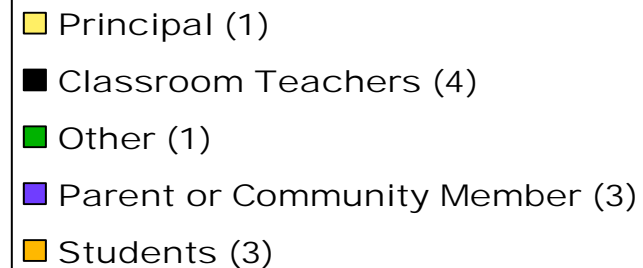- Smallest council is composed of 10 members.

Elementary SSC

Principal (1)

Parent or Community Member (5)

Classroom Teachers (3)

Other Site Personnel (1)

- Principal (1)
- Classroom Teachers (3)
- Other (1)
- Parent or Community Member

Other Elementary Council Sizes
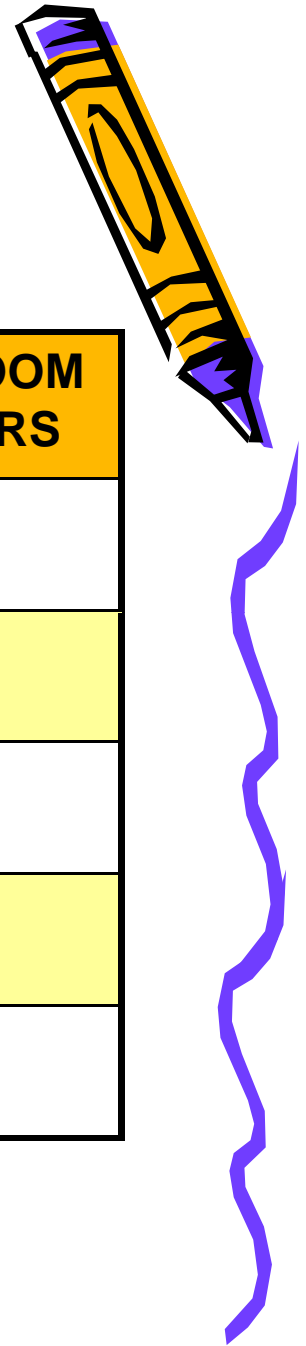
COUNCIL SIZE	PARENTS	PRINCIPAL	OTHER STAFF	CLASSROOM TEACHERS
12	6	1	1	4
14	7	1	1	5
14	7	1	2	4
16	8	1	2	5
16	8	1	1	6

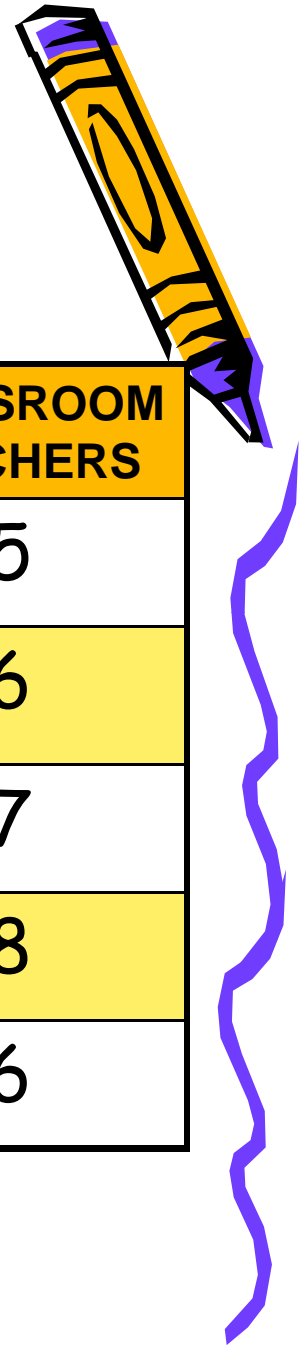# Secondary Composition

- Parents or community members and students equally share ½ 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.

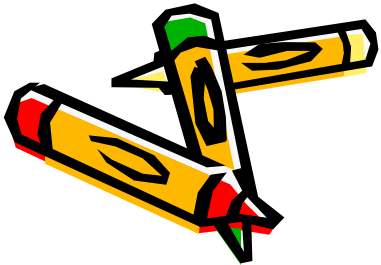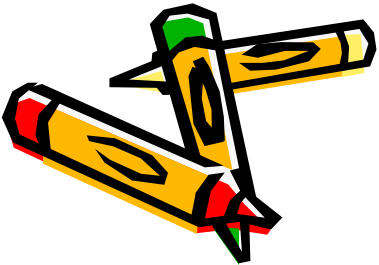- Smallest council is composed of 12 members.

Secondary SSC

Principal (1)

Students (3)

Parent or Community Member (3)

Other Site Personnel (1)

Classroom Teachers (4)

- ☐ Principal (1)
- ■ Classroom Teachers (4)
- ■ Other (1)
- ■ Parent or Community Member (3)
- ■ Students (3)
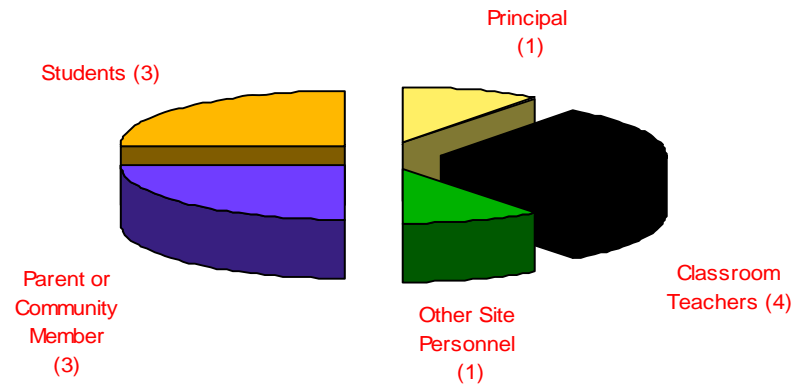
Other Secondary Council Sizes

COUNCIL SIZE	PARENTS	STUDENTS	PRINCIPAL	OTHER STAFF	CLASSROOM TEACHERS
16	4	4	1	2	5
16	4	4	1	1	6
20	5	5	1	2	7
20	5	5	1	1	8
20	5	5	1	3	6

Other Composition Issues

- "A School Site Council at the middle school level may, but is not required to, include pupil representation." Ed. Code 33133(c)

- This permits local boards of education to choose whether a middle school follows the elementary or secondary composition requirements.
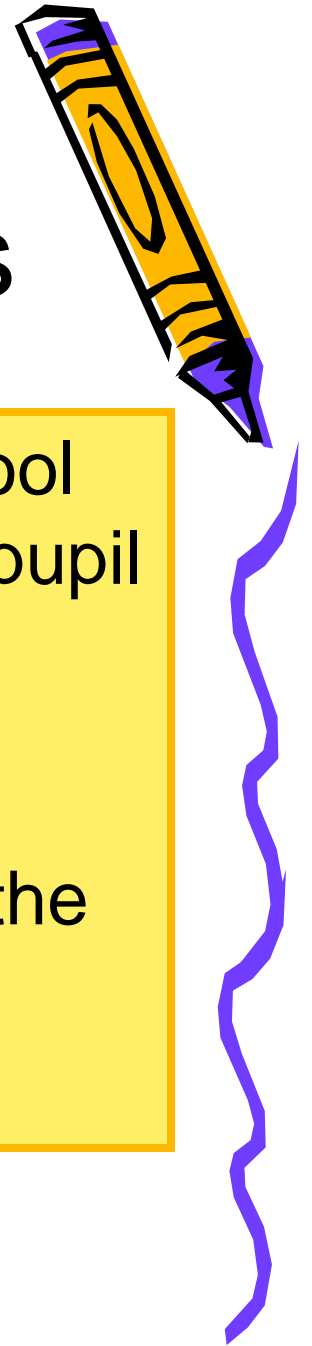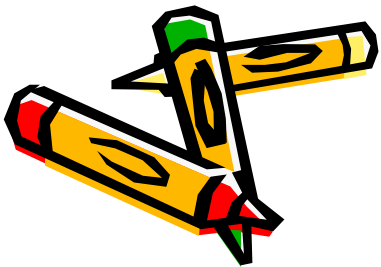
Selection/Election
of SSC Members

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; and
  - in secondary schools, pupils **selected** by pupils attending the school."

- Community members may serve on the SSC if they are selected by parents.

Check Bylaws First

Schools are encouraged to have procedures for the selection/election of members written into the SSC's bylaws.
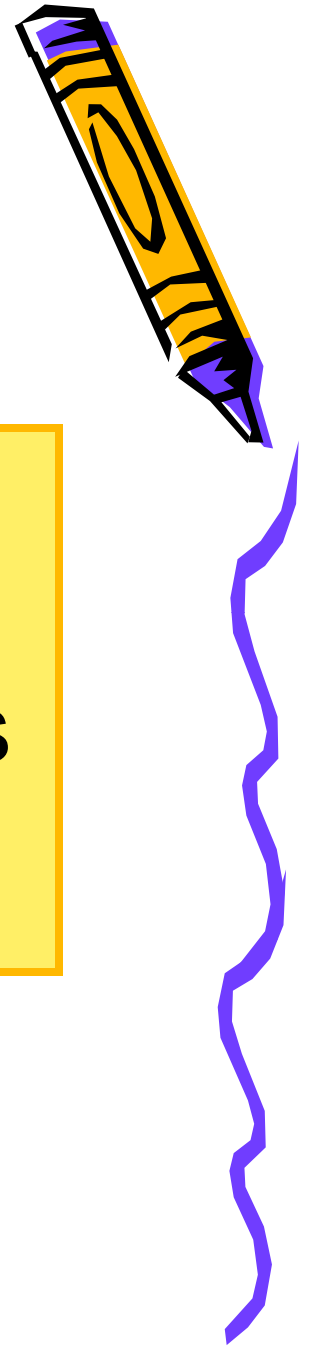
The Principal

- The law is very clear that the **principal is an active member** of the School Site Council. He/she has no administrative authority over the council.

- SSC attendance and responsibilities **CANNOT** be assigned to a vice 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.

Selection/Election of Teachers
## Teacher Means Classroom Teacher!
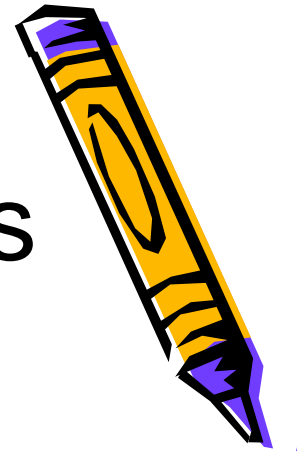
- **Option 1:   BEST BET – A Ballot**
  - Notify teachers of the nomination process.
  - Allow teachers to nominate self/other teachers.
  - Place name(s) on a ballot.
  - Provide an opportunity for a "write-in" candidate.
  - Establish a process to assure that all teachers receive a ballot.
  - Utilize teachers or an election committee to count ballots.
  - Maintain ballots for 3 years.

Selection/Election of Teachers
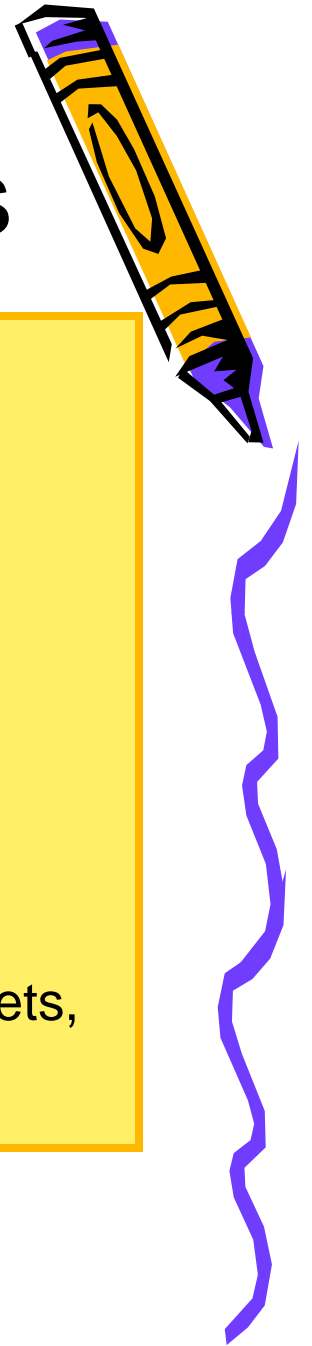
- **Option 2: Selection at a Staff Meeting**
  - Include selection of SSC representatives on the staff meeting agenda.
  - Maintain minutes of the staff meeting.
  - Provide a sign-in sheet for classroom teachers.
  - Take nominations from the floor.
  - Conduct a voice/hand vote.

- Enter into the SSC minutes:
  - the staff agenda, minutes of staff meeting, sign-in sheets, and the results of the vote.
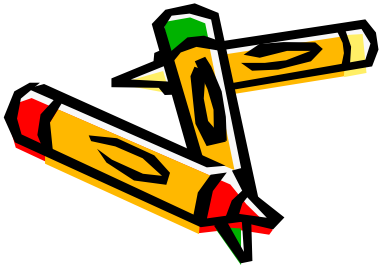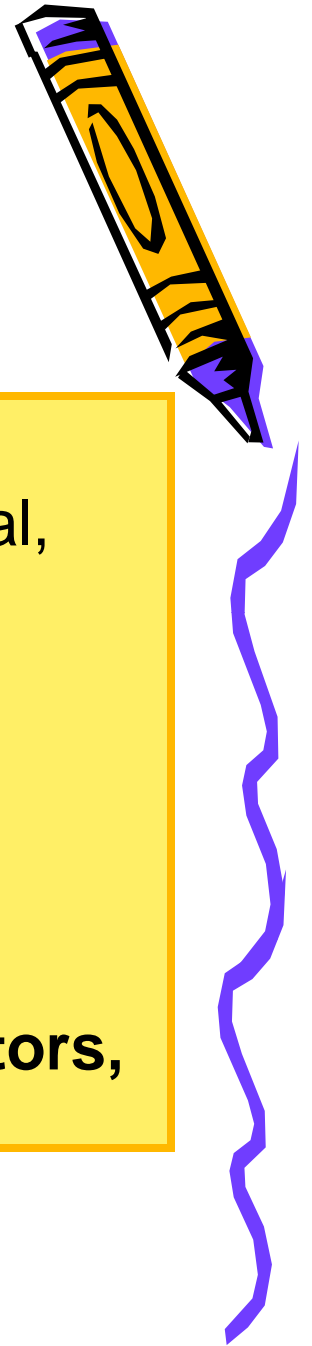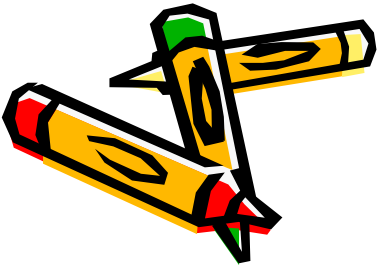
Definition of "Other School Personnel"
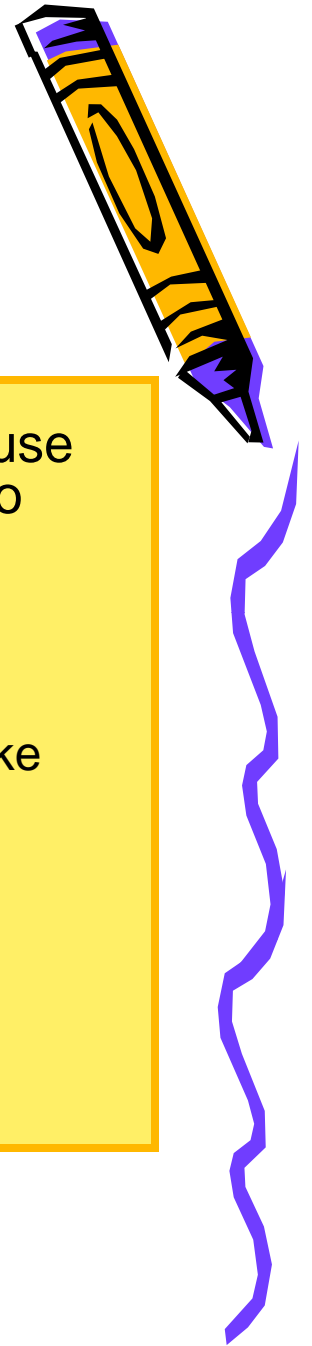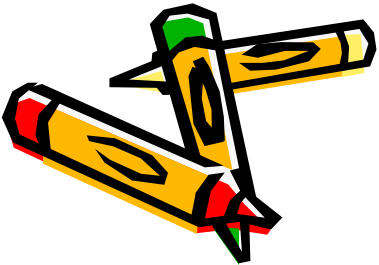
- **INCLUDES:**
  - Classified personnel (e.g., clerical, instructional, custodial and food services staff).

  - 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).

- **Be sure to include itinerant staff (e.g., translators, nurse, psychologist).**

Selection/Election of "Other School Personnel"

- Tends to be one of the major non-compliant findings, because not all members of this group are provided an opportunity to nominate and vote!

- **BEST BET: BALLOT!**
  - Establish a list of all eligible "others."
  - Send notification to all "others" of the nomination process. Take nominations.
  - Develop a ballot.
  - Allow for a "write-in" candidate.
  - Verify that all "others" received a ballot.
  - Have "others" or an election committee count the ballots.
  - Maintain ballots for 3 years.

Selection/Election of Parents
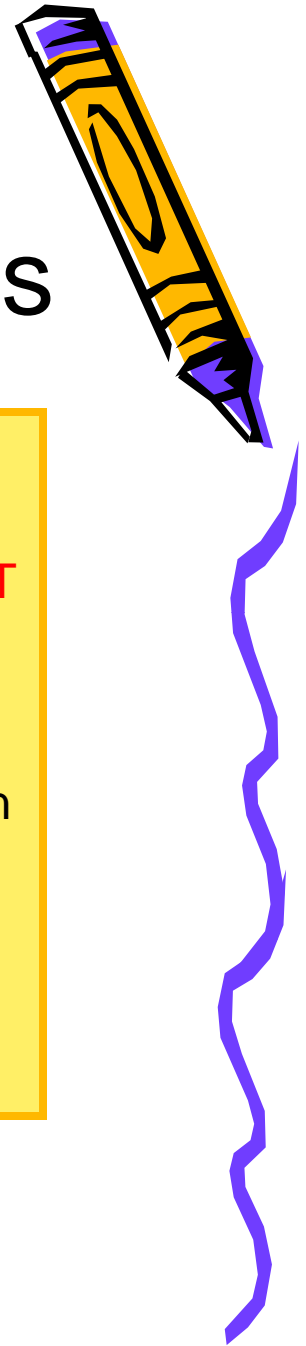
- The term "parent" includes a guardian.

- A "parent" CAN be an employee in the district, but CANNOT be employed at the school in any capacity (e.g., noon-duty, recreational assistant, 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.

- Goal: It is the hope of the legislature that the School Site Council reflect the school community, including all socioeconomic, ethnic, and program groups.

Selection/Election of Parents (cont.)

- Notify parents of the nomination process (e.g., bulletin, handbook, PTA bulletin). Translate if necessary.

- Take nominations. Allow for self-nomination or the nomination of a peer.

- BEST PRACTICE: Establish a ballot. Have each nominee write a brief position paper about their school involvement or other related experience.

- Include a space for a "write-in" candidate.

- Send ballot home. Can be included in newsletters, bulletins, or sent home with children. Reminder: Be sure every parent has an opportunity to vote. Best to provide a return envelope.

- Have parent volunteers or an election committee (i.e., PTA or remaining SSC members) count the ballots.

Selection/Election of Students

- Two ways to select/elect students:

  - **Option 1** - **BEST PRACTICE:** Students can "run" for the office of "SSC member" using the same process as any other elected student body office (e.g., student body president, secretary).

  - **Option 2:** The school's student body bylaws can be modified to change the current job responsibilities of elected student body officers to include SSC responsibilities.
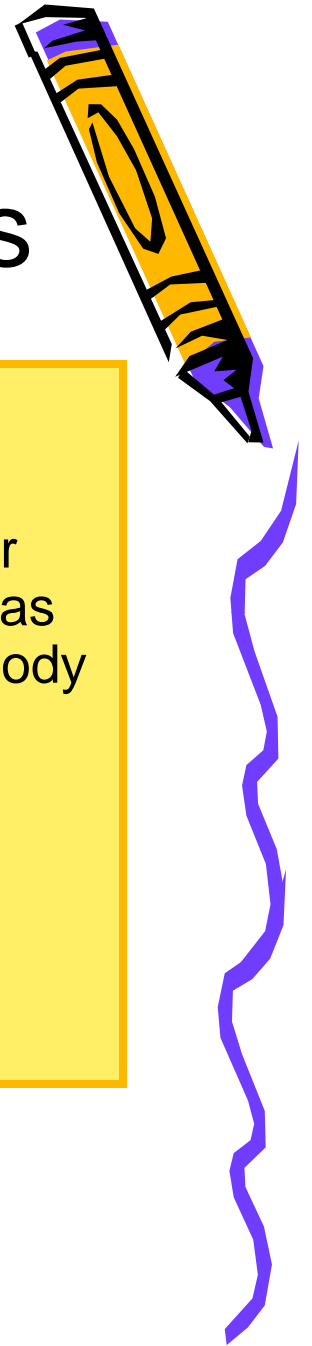
Filling SSC Vacancies

Vacancies in SSC Positions

- Vacancies can be filled by:

  – An election by the appropriate representative group;

  – An appointment by the remaining members of the peer group (only peer group members appoint); or

  – The seating of a previously elected alternate to fill the remainder of the term.

  The person who filled the vacancy only serves for the duration of the elected person's term.
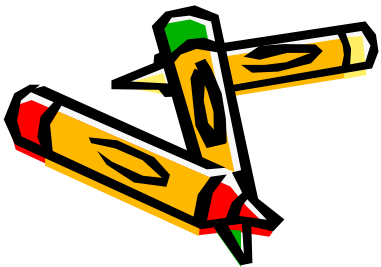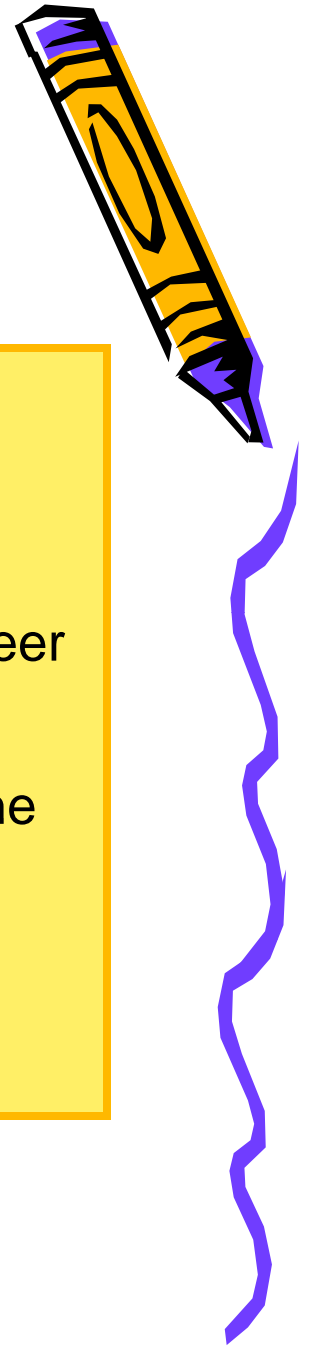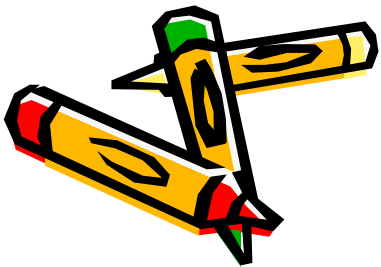
Establishing Bylaws

Bylaws

- Are not required by law.

- Can serve as a guide for the council's actions.

- Best Practice: Establish a Bylaws Committee to annually review and bring recommendations for changes to the council or have SSC members review bylaws at first meeting.
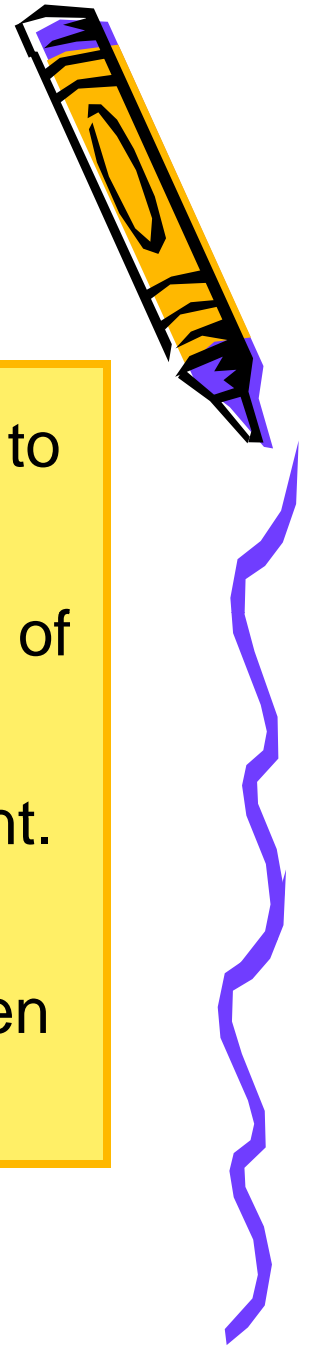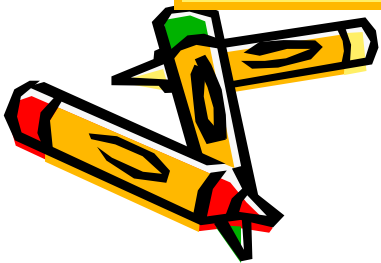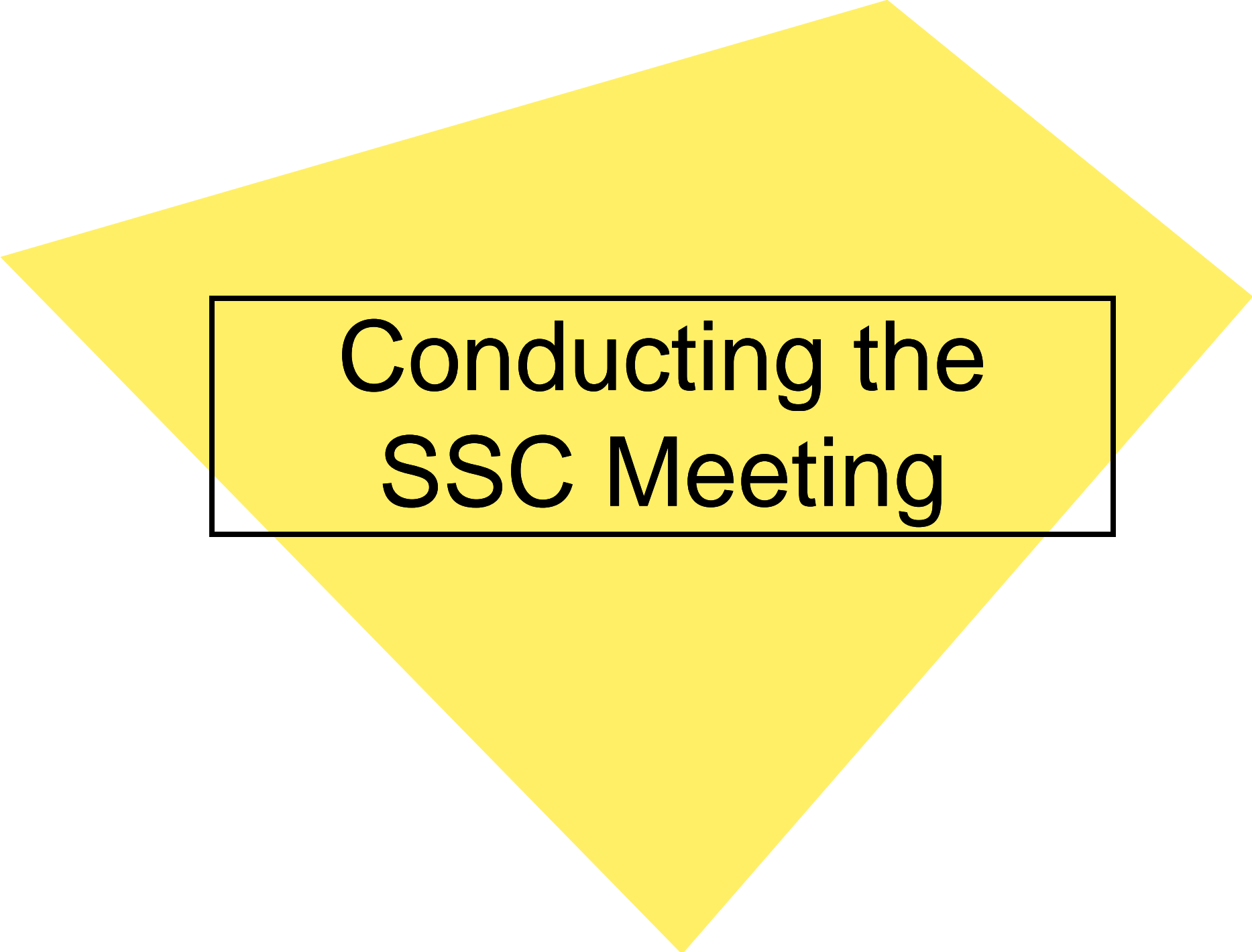
Agenda Requirements

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.

- Provides time on the agenda for public comment.

- Hint: Have all meeting times, dates, location posted at beginning of year and the words "Open to the Public" on all agendas.
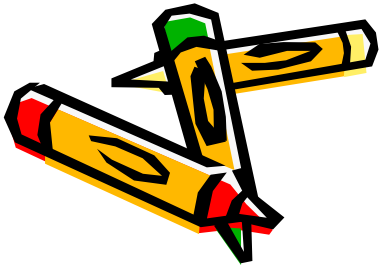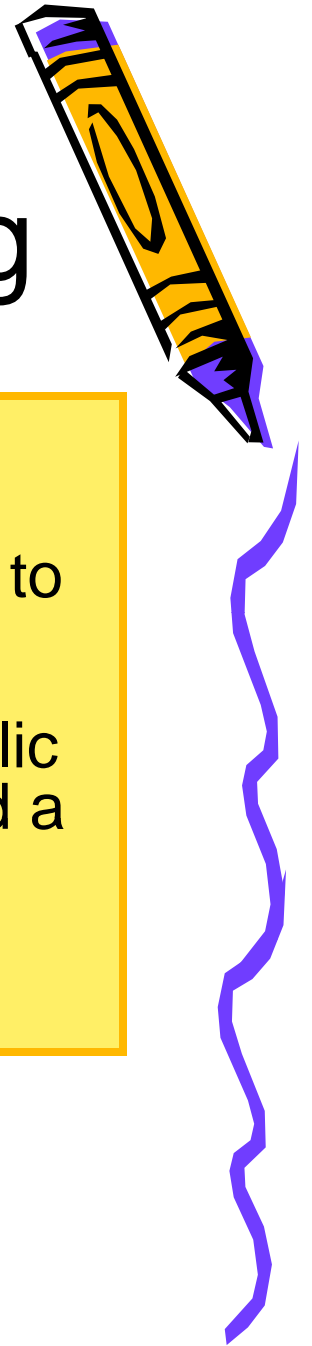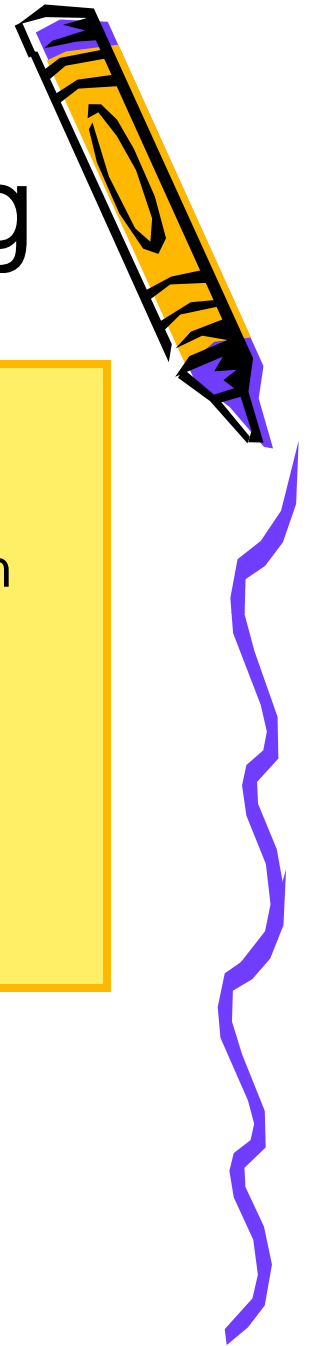
Conducting the SSC Meeting

Conducting the SSC 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 and general public that they may not vote and do not count toward a quorum.

- Follow the contents of the posted agenda.

Conducting the SSC 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.
  - Minutes should include a brief description of all discussion items.
  - Use explicit language for approval items, including vote counts.

- Maintain minutes of the meeting for three years.

Conducting the SSC Meeting (Brown 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.
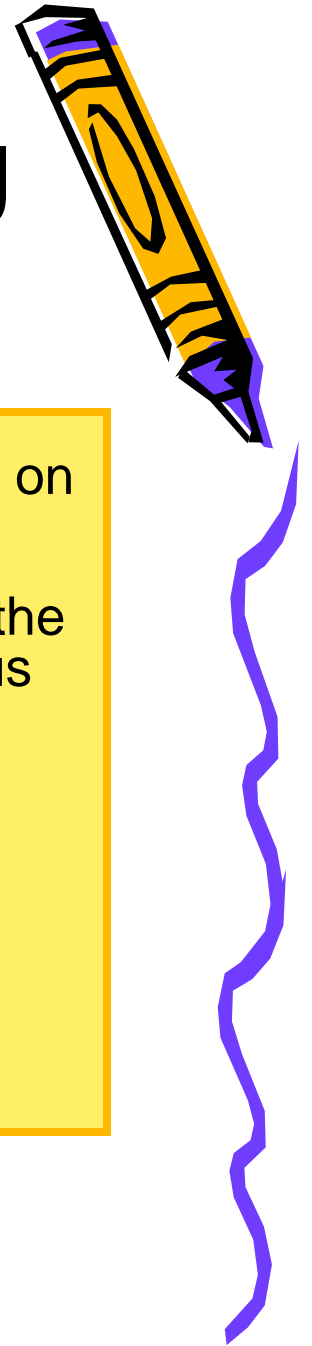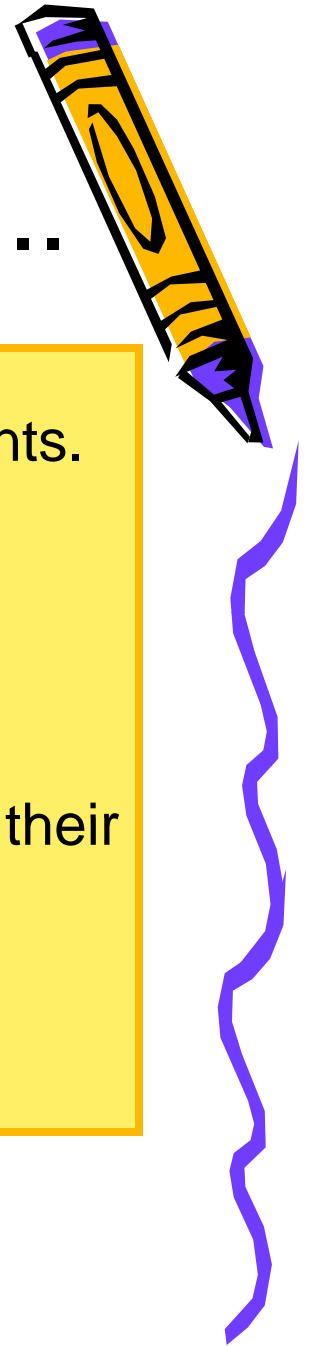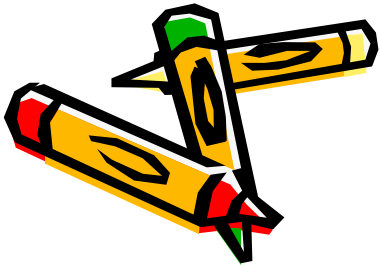
Effective
School Site Councils

Effective School Site Councils …

- Focus on improving student achievement for <u>all</u> students.

- Maintain a high degree of collaboration.

- Provide opportunities for shared leadership.

- Demonstrate good problem solving skills.

- Allow for all members and the public to freely express their opinions and points of view.

- Recognize and respect the individuality and creativity each member brings to the team.

Effective School Site Councils ...

(continued)

- Come prepared with their materials and good ideas.

- Communicate with the larger school community about their progress.

- Encourage the use of good listening skills.

- Seek out information from broader school community.

- Utilize a procedural guide (e.g., *Roberts' Rules of Order*) to assure that meetings are properly managed.
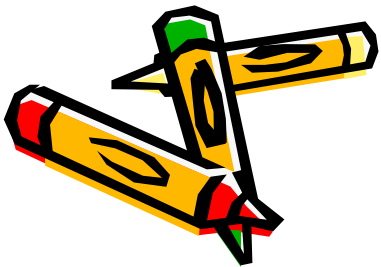
Resolving Disagreements

- 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.
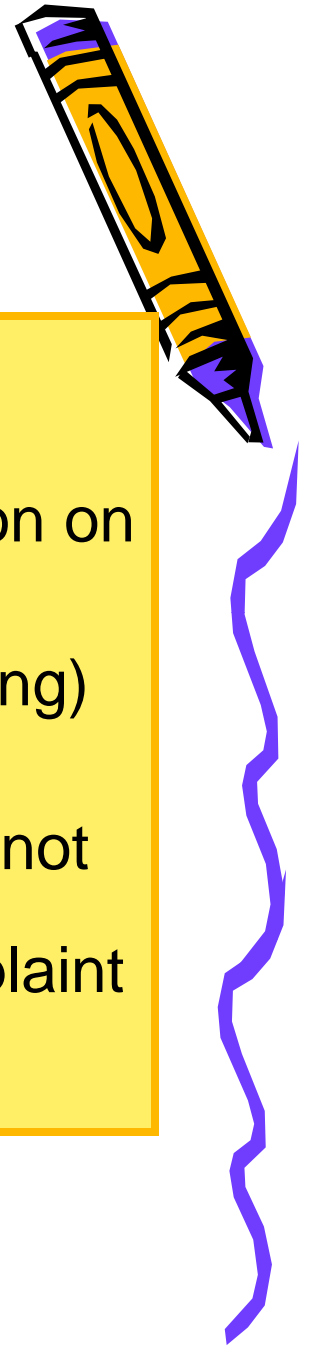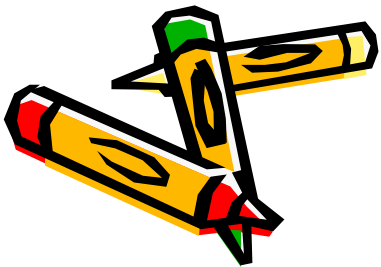
Role of the Principal

The Principal's Responsibilities

- Is a voting member of the council;

- May not veto a council decision;

- May not change the approved plan;

- Provides training to SSC members on their roles and responsibilities;

- Provides leadership to the council on federal and state regulations;

- Assists the chairperson in establishing agendas for the meetings;

- Provides or coordinates budget and plan updates to the council;

- Provides student achievement information to the council;

- Provides council with planning information (e.g., program requirements);

- Provides council with budget information (e.g., personnel costs, allowable expenditures); and

- Assumes responsibility for the implementation of the approved plan.
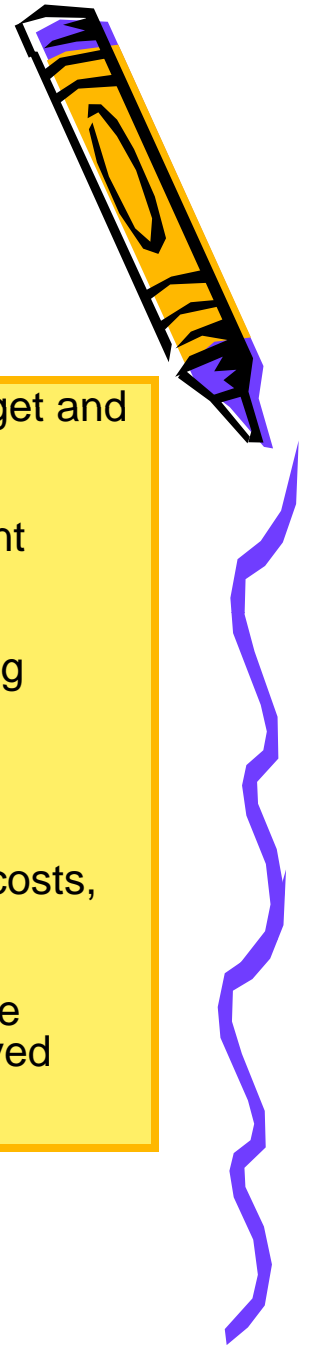
In Closing….

- "Alone we can do so little; together we can do so much." Helen Keller

- "Teamwork is the ability to work together toward a common vision. The ability to direct individual accomplishments toward organizational objectives. It is the fuel that allows common people to attain uncommon results." Andrew Carnegie