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
• 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

- Revise Improvement Strategies and Expenditures
- Approve and Recommend SPSA to Local Governing Board
- Monitor Implementation
- Measure Effectiveness of Improvement Strategies
- Seek Advisory Committee Input
- Reaffirm or Revise School Goals
- Reach Desired Outcomes

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  

- 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
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)

- Principal (1)
- Teachers (3)
- Other (1)
- Parents/Community (5)
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

<table>
<thead>
<tr>
<th>Council Size</th>
<th>Parents</th>
<th>Principal</th>
<th>Other Staff</th>
<th>Classroom Teachers</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>6</td>
<td>1</td>
<td>1</td>
<td>4</td>
</tr>
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<td>14</td>
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<td>1</td>
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<tr>
<td>16</td>
<td>8</td>
<td>1</td>
<td>1</td>
<td>6</td>
</tr>
</tbody>
</table>

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

Source: California Institute for School Improvement (CISI)
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

Source: California Institute for School Improvement (CISI)
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

Source: California Institute for School Improvement (CISI)
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

Source: California Institute for School Improvement (CISI)
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

Source: California Institute for School Improvement (CISI)
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

Source: California Institute for School Improvement (CISI)
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:

<table>
<thead>
<tr>
<th>Evidence for SSC Peer Groups</th>
<th>Classroom Teachers</th>
<th>Other Personnel</th>
<th>Parents and Community Members</th>
<th>Students (Secondary only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nomination forms and notices</td>
<td>✅</td>
<td>✅</td>
<td>✅</td>
<td>If applicable</td>
</tr>
<tr>
<td>Ballots with names of nominated candidates</td>
<td>✅</td>
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<td>✅</td>
<td>If applicable</td>
</tr>
<tr>
<td>Tallies of votes on ballots, etc.</td>
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<td>✅</td>
<td>✅</td>
<td>If applicable</td>
</tr>
<tr>
<td>Meeting minutes, online voting records, etc.</td>
<td>✅</td>
<td>✅</td>
<td>✅</td>
<td>If applicable</td>
</tr>
</tbody>
</table>
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

Source: California Institute for School Improvement (CISI)
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

Source: California Institute for School Improvement (CISI)
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

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

Source: California Institute for School Improvement (CISI)
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