



Sacramento County Office of Education
School Site Council Training
Arcohe Union School District
2014-15 School Year

Alphabet Soup

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- CDE – California Department of Education
- SBE – State Board of Education
- COE – County Office of Education
- SSC – School Site Council
- SSDP – Single School District Plan
- Con App – Consolidated Application
- LEA Plan – Local Educational Agency (district) Plan required for federal funding
- FPM – Federal Program Monitoring

Alphabet Soup

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- LCAP – Local Control Accountability Plan
- API – Academic Performance Index (state indicator of “growth” in achievement)
- AYP – Adequate Yearly Progress (Title 1 accountability)
- CELDT – California English Language Development Test
- CAHSEE – California High School Exit Exam
- AMAO – Annual Measureable Achievement Objectives
- EL – English Learners

School Site Council Responsibility

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- Serves as the school community representative body for determining how State and Federal categorical program resources are used in alignment with goals of the school to improve the academic performance of all students.
- Provide stakeholder input for the LCAP.

Senate Bill 374 (Effective Jan. 2002)

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Single School District Plan

- Requires each school to consolidate all plans required by Consolidated Application Programs into a Single School District Plan (SSDP)
- Describes the role of the SSC with respect to the SSDP

Purposes of the “Single Plan”

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- Consolidate all school plans
- Align content of a single plan with school district goals
- Base school goals on student achievement data
- Prioritize resources with respect to goals

SSC Responsibilities

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1. Analyze and evaluate the academic achievement of all students in the school.
2. Obtain recommendations from school site advisory, standing and special committees regarding the focus of the Single School District Plan.
3. *Develop and approve the school plan and all proposed expenditures in accordance with all state and federal laws and regulations.*

SSC Responsibilities

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4. Recommend the school plan, including related budget expenditures, to the local governing board.
5. *Provide ongoing monitoring of the implementation of the plan and budget/expenditures.*
6. Revise the school plan, including expenditures, timelines, and evaluation criteria as needed.

District Governing Board Responsibilities

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- Approve or disapprove the Single School District Plan
- Certify that school plans are consistent with local district improvement plan required for federal funding (LEA Plan) and state funding (Local Control and Accountability Plan – LCAP)

SSC Bylaws are Recommended

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- Board policy or SSC bylaws should specify means of selecting members and officers, terms, and method of notice of election for each peer group
- Duties of the council
- Meeting schedule, etc
- Sample bylaws are in the Resource Index:
<http://www.cde.ca.gov/nclb/sr/le/singleplan.asp>

Committees

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The council may appoint committees to:

1. Gather and analyze information
2. Propose strategies for improving instruction
3. Examine materials, staffing, or funding
4. Draft portions of the plan for consideration

SSC Procedures and Rules

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The council must observe the Greene Act*:

1. Meetings must be open to the public
2. Meeting notice posted 72 hours in advance
3. Notice must specify date, time, and place of meeting
4. The public may address the council
 - i. The council should not take action on the speaker's issue/request
 - ii. The council should direct the speaker to take grievances to the appropriate person (site administrator, district administration)

Rules of Order

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5. Council action limited by the posted agenda
6. Questions or information need not be on the agenda
7. Violations require the item to be reconsidered at the next meeting after public input

*(EC 35147)

Unpurpose of the Site Council

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1. Forum for complaints from the staff, community, or students.

SSC Records (3 Year Archive)

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The school site council should maintain records of the following:

- Elections
- Official correspondence
- Agendas of school site council meetings
- Evidence of input from school advisory committees
- Minutes of meetings, recording attendance, discussions, recommendations, and actions
- Copies of prior year school plans

SSC records should be filed in a secure place and made available to the SSC and public

SSC Composition

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The school site council shall be composed of the

1. Principal; and
2. Teachers selected by teachers at the school; and
3. Other school personnel selected by other school personnel at the school. For example, counselors, psychologists, social workers, nurses, instructional aides, library personnel, and clerks employed at the school; and
4. Parents of students attending the school or community representatives selected by such parents. Parents **CANNOT** be employed at the school but can be employed by the district at another site.

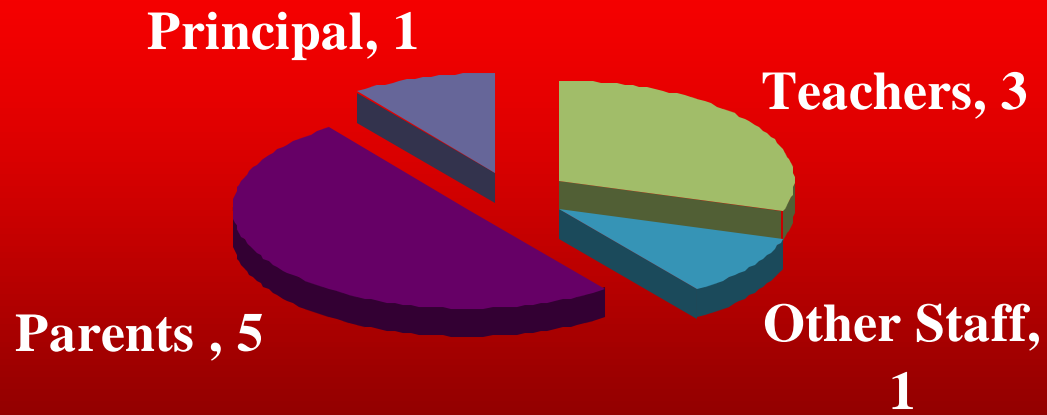
SSC Composition Elementary

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- **At the elementary level**, the school site council shall have an equal number of Staff and Parents
 - a) Staff includes the principal, classroom teachers, and other school personnel; and
 - b) Classroom teachers shall comprise the majority of the persons on the “Staff”; and
 - c) Parents include parents or other community members selected by parents.

Sample Elementary SSC

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The Principal

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- 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

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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

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Option 2: Selection at a Staff Meeting

- Include selection of SSC representative 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”

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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”

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BEST BET - A Written 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

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- 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 reflects the school community, including all socioeconomic, ethnic and program groups.

Selection/Election of Parents

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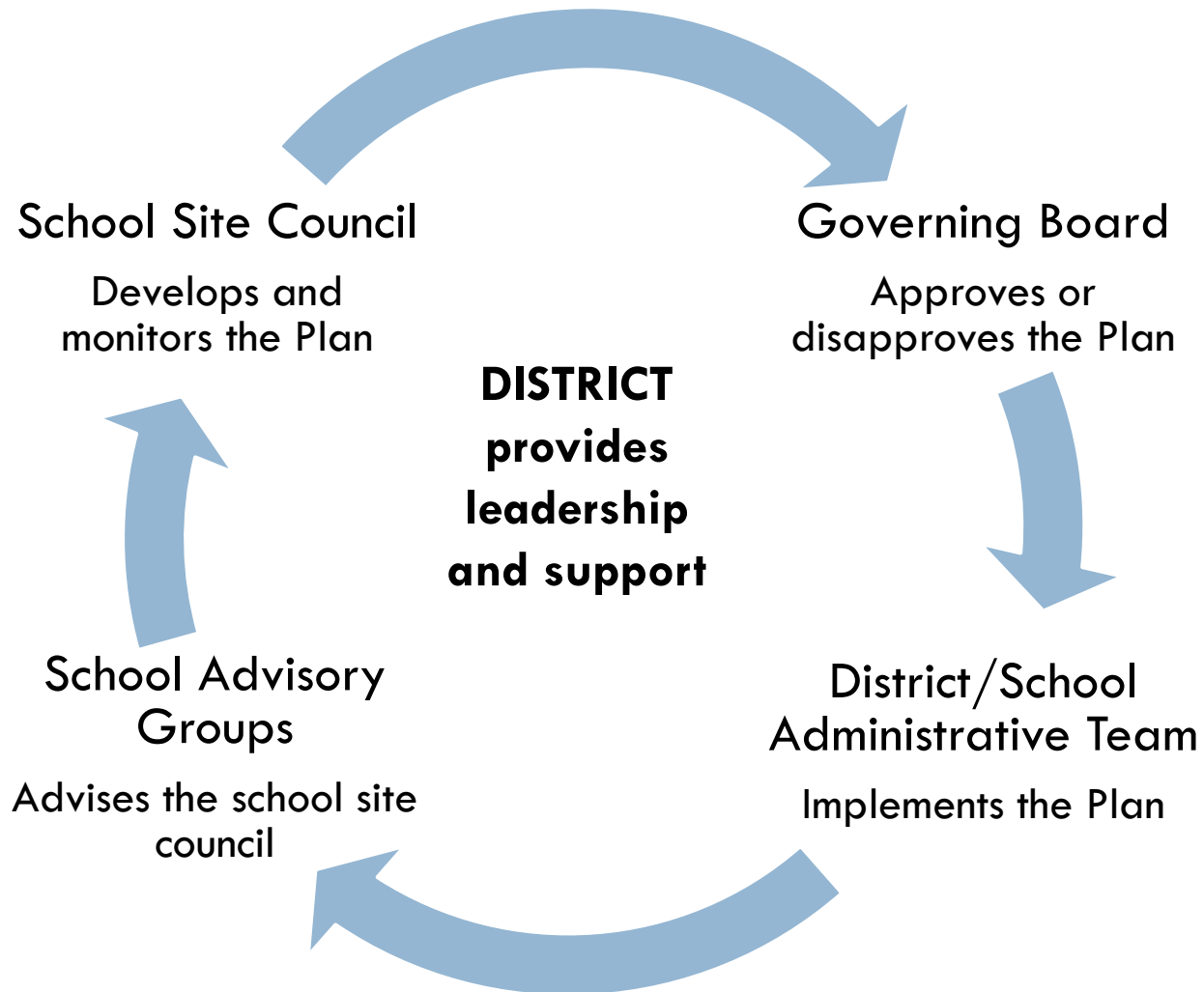
- Notify parents of the nomination process (e.g. bulletin, handbook, PTA bulletin). *Translate if necessary.*
- Take nominations. Allow for self- nomination or the nomination of a peer
- BEST BET: Establish a ballot. Have each nominee write a brief position paper about his or her school involvement or 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 . Be sure every parent has an opportunity to vote. Best to provide a return envelope.
- Have parent volunteers or an election committee (e.g. PTA or remaining SSC members) count the ballots.

What is the SSDP?

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- A single school plan required by state law
- for state and federal categorical programs operated at the school
- employing a continuous improvement cycle
- to raise student performance to the level of LCAP, AMAO, and AYP targets

Functions of School Plan Development and Implementation



Cycle of Plan Development

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Conduct the Needs Assessment



Establish the Goals or Objectives



Determine the Actions or Strategies



Allocate the Resources



Seek Local Governing Board Approval



Implement, Monitor, Evaluate, & Modify

School Plan Template

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- The state's template includes the contents for all Consolidated Application programs:

<http://www.cde.ca.gov/nclb/sr/le/singleplan.asp>

- Schools funded under Program Improvement have special planning and/or fiscal considerations

<http://www.cde.ca.gov/ta/ac/ti/programimprovement.asp>

Step One: Measure Effectiveness of Current Improvement Strategies

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- Analyze student data, e.g.
 - Benchmarks, curriculum embedded assessments, common assessments at grade levels/spans, CELDT, AMAO, attendance, etc
- Analyze instructional program (see SSDP Part III)
 - Consider using the Academic Program Survey (available at <http://www.cde.ca.gov/ta/lp/vl/improvtools.asp>)
- Review school characteristics
 - School vision and mission
 - School profile
 - School demographics
 - School accountability report card

Step Two: Seek Input from School Advisory Committees

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School advisory committees could include:

- English Learner Advisory Committee
- State Compensatory Education Advisory Committee
- Gifted and Talented Education Advisory Committee
- District/School Liaison Team
- Etc.

Step Three: Reaffirm or Revise School Goals

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Goals should be:

- Derived from analysis of group performance data and related educational practices
- Attainable in period specified in plan
- Specific to the student participants
- Measurable

Step Four: Revise Improvement Strategies and Expenditures

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- *Analyze, with evidence, which SSDP strategies are working and which are not working*
- Review available resources as provided in the Consolidated Application and any other district- or community-provided resources
- Consider centralized resources
- For each goal, specify actions to be taken, dates to start and complete, expenditures needed and funding source (see template)

Step Five: Approve and Recommend the SSDP to the Local Governing Board

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- *SSC must approve the SSDP at a meeting for which a public notice has been posted*
- SSDP template provides format for recommending the proposed SSDP to the local board and for giving assurance that the responsibilities of the SSC have been fulfilled

Step Six: Monitor Implementation

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- *Once approved, the SSC monitors the effectiveness of planned activities*
- *The SSC should modify those activities that prove ineffective or that do not result in targeted gains in achievement*
- **As implementation unfolds, successes should be shared!**

Questions?

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- CDE Website
- Region 3 Website
 - i. <http://www.region3support.org/>
- Sacramento County Office of Education