



**GUIDE TO
SCHOOL
SITE
COUNCIL (SSC)**

INTRODUCTION

This brief guide includes the federal and state requirements pertinent to the School Site Council (SSC). The *Guide for School Site Council* was developed to assist schools through the process. Included in this guide are easy-to-follow steps for establishing the council, web links to sample documents and templates, and other essential information. The suggestions and tools provided will assist schools in establishing and maintaining compliant committees.

Schools that receive federal and state funding must establish a School Site Council (SSC), *EC Section 52852*. The SSC is a decision-making committee that oversees the *School Plan for Student Achievement* and corresponding Title I budget.

In January 2019, the California Department of Education changed the name of the school improvement plan to “School Plan for Student Achievement” (SPSA). (Education Code 64002)

Technical Assistance and Support

District personnel are available to provide technical assistance and support with any matters pertaining to school committees. The goal is to ensure ongoing compliance with state, federal and local laws and regulations by providing the necessary resources and support. If you would like additional information or individualized assistance, do not hesitate to contact us.

For support with all matters related to School Site Council (SSC) contact:

- Janet Yarbrough, Director of Educational Services, State and Federal
 - (209) 933-7472 ext. 2221
- Tiffany Ashworth, Coordinator – State and Federal – tashworth@stocktonusd.net
 - (209) 933-7105, ext. 2203
- Maylyn Paculba, Coordinator – State and Federal – mpaculba@stocktonusd.net
 - (209) 933-7130, ext. 2622

For support with all matters related to English Learner Advisory Committee (ELAC) contact:

- Susana Ramirez, Director of Language Development
 - (209) 933-7075 ext. 2436
- Araceli Vargas, Parent Liaison - avargas@stocktonusd.net
 - (209) 933-7075 ext. 2441

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PART I

**PROTOCOLS FOR
COMPLIANCE**



Meetings shall be conducted in accordance with the following rules of order:

1. Meetings must be open to the public.
2. The public must be given the opportunity to address the committee on topics under the jurisdiction of the committee.
3. Notice of the meeting must be posted at the school site or other accessible place at least 72 hours before the time set for the meeting.
4. The notice must specify the meeting date, time, location, and an agenda describing each item of business to be discussed or acted upon.
5. The committee may not take action on any item of business unless that item appeared on the posted agenda or unless the 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 committee subsequent the posting of the agenda.
6. Questions and brief statements of no impact on pupils or employees that can be resolved by providing information need not be described on the posted agenda.
7. If these procedures are violated, upon demand of any person, the committee must reconsider the item at its next meeting, after allowing for public input on the item.

Emergency Meetings

Emergency meetings must adhere to the requirements of the Greene Act. Voting may occur only if the committee unanimously determines that the unlisted (emergency) item:

- requires immediate attention
- the item surfaced that wouldn't allow the 72 hours prior notice for a regular meeting

ELECTION PROCEDURES

The following suggested process may be implemented when electing people for the SSC.

General procedures for electing Parents and Community Members



- Publicize committee elections to all eligible constituents. Review committee eligibility criteria.
- Distribute an election notice with nomination information. Include:
 - Brief description of the committee
 - Nomination form to be returned to the school
 - Description of the election process and timeline
- Confirm eligibility of nominees.
- Create ballots and distribute them to eligible constituents.
 - Explain the process and timeline
- Count ballots returned and maintain for documentation.
- Confirm compliant composition of committee.
- Publicize and record the election results.
- Schedule the first meeting for each committee.

✓ Individual committee membership requirements

✓ Committee members are elected by peers

✓ Parents must be parents at the school

✓ An employee of the school cannot serve as “parent” or “community member” on a committee*

✓ Provide information in languages other than English

✓ Elections may be held individually for each committee or they may be combined

General procedures for electing Teachers and Other Staff

- Teacher members must be classroom teachers with a class roster assigned to them.
- Other staff includes any other school personnel that are not a classroom teacher (instructional specialist, coach, counselor, paraprofessional, custodian, campus monitor, etc.)
- Nominations and elections for teachers and other staff may be held during a regularly scheduled staff meeting or by ballot.
- People may volunteer to serve if there are no nominations.
- Election process requires voting/ballots for both volunteers and nominees, even if there are the same number of candidates as there are vacancies.

* Parents employed (as teachers, noon duty, or other staff) at the school site cannot be elected as a Parent member, but can be elected as a teacher or other staff member.

RECORDKEEPING

The school is required to maintain the following documentation for five (5) years:

- ❖ Election notifications
- ❖ Election ballots/tally and final results
- ❖ Bylaws
- ❖ Flyers/notifications of meetings
- ❖ Meeting agendas
- ❖ Attendance records (sign-in sheets)
- ❖ Minutes of meetings (recording attendance, discussions, recommendations, and actions)
 - **Clarifying Support:** Minutes must be detailed enough to provide a person who did not attend the meeting basic information and understanding on the discussions and actions that took place.
- ❖ Evidence of input from other school committees (if required)
- ❖ Documentation of training provided
- ❖ Official correspondence
- ❖ Prior year School Plan for Student Achievement (SPSA) and budgets

Did You Know:

If it is not written,
it does not exist.



Federal and state laws require the safekeeping of public records. Records should be filed in a secure place and must be made available upon request.

Recordkeeping is required for Federal Program Monitoring (FPM) and for other internal and external program reviews.

CHARACTERISTICS OF EFFECTIVE MEETINGS

Effective Meetings Have:

1. An agenda which details the discussions and actions to be presented.
2. Minutes which detail the discussions and actions agreed upon.
3. Meeting norms and parliamentary procedures allow for business to be completed effectively and efficiently.

Agenda

The following details must be included in all agendas:

- Committee name
- Meeting date, time and location
- Every item of business to be considered in the order to be presented
- Opportunity for public input
- Future agenda items

Minutes

Remember, if it is not written, it does not exist. Minutes must include:

- Committee name
- Meeting date, time and location (specify beginning and ending time)
- Attendance record (sign in sheet)
- Detailed record of what was discussed, questions posed, and voted on
 - Principal/Chair recommends or provides information on an action item
 - Motions must be made and seconded by SSC members and recorded for all action items
 - Minutes must reflect that the motion was approved, including recording of official actions.
- Avoidance of blanket descriptions of activity or action.
- Copies of information (handouts) provided
- Must be reviewed for accuracy and approved at following meeting

Tips for Running an Effective Meeting¹

- Call the meeting to order on the designated date and at the appointed time.
- Announce business to be covered in its proper order.
- Enforce the committee's policies relating to the conduct of meetings and help ensure compliance with the Bylaws.
- Recognize people who desire to speak, and protect the speaker who has the floor from disturbance and interference.
- Explain what the effect of a motion would be if it is not clear to every member.
- Restrict discussion to the question when a motion is before the committee.
- Rule on issues of parliamentary procedures.
- Put motions to a vote, and state clearly the results of the vote.
- Be responsible for the orderly conduct of all committee meetings.
- Be aware of the dynamics of the committee, audience and staff.

¹ Adapted from Los Angeles Unified School District

PART II

COMPOSITION, ROLES AND RESPONSIBILITIES

SSC COMPOSITION

School Site Council (SSC)

Elementary School Model – Minimum of 10 members

At the **elementary level**, the SSC shall be constituted to ensure parity between the principal, classroom teachers, and other school personnel; and parents or other community members selected by parents. *Regardless of size of school membership cannot be less than 10 members.*



50% School Staff

50% Parents/Community Members

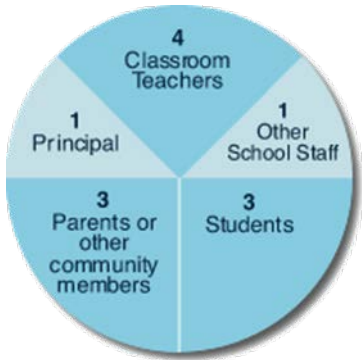
1 Principal
3 Classroom Teachers*
1 Other Staff

5 Parents** / Community Members

High School Model – Minimum of 12 members

At the **high school level**, the SSC shall be constitute to ensure parity between the principal, classroom teachers, and other school personnel; and equal number of parents or other community members selected by parents, and students. *Regardless of size of school membership cannot be less than 12 members.*

Note: students on SSC must be elected through a general election rather than appointed from ASB or Student Government.



50% School Staff

25% Parents /Community Members

25% Students

1 Principal
4 Classroom Teachers*
1 Other Staff

3 Parents**/Community Members

3 students

Reminder:

Teachers elect teachers, other staff elect other staff, parents elect parents, and students elect students.

* Classroom teachers (with an assigned roster) must be the majority

** Parents employed (as teachers, noon duty, or other staff) at the school site cannot be elected as a Parent member, but can be elected as a teacher or other staff member.

SSC MEMBERSHIP

Officers

To conduct meetings effectively, committees need to have officers with stated duties and authority, including:

<u>Officers</u>	<u>Duties</u>
Chair	Organizes, convenes, and leads meetings.
Vice-Chair	Serves in the absence of the Chair.
Secretary	Records actions taken at meetings and keeps records.
Parliamentarian	Resolves questions of procedure, uses Bylaws and <i>Robert's Rules of Order</i>
Other Officers	Identified as necessary to perform stated duties. Principal Votes as a member; may not veto council decisions; ensures council is fulfilling state and federal policies and regulations; administers the school-level activities of the school plan; may not make changes to the plan without council approval.

Terms of Office

Generally, members are selected for a two-year term. Elections for half of the members are held in even years and half in odd years. This ensures that the council will not be composed entirely of new members each year.

Responsibilities of Members

- Regularly attend SSC meetings.
- Arrive on time and prepared.
- Focus on improving student achievement.
- Review council bylaws and meeting procedures.
- Actively participate in SSC duties, including serving on special committees.
- Serve the full term of elected period.
- Communicate knowledge and concerns to the SSC, School, District, and community.
- Become and advocate for improved public education.
- Be familiar with program requirements and budgets.
- Be familiar with the core instructional program.

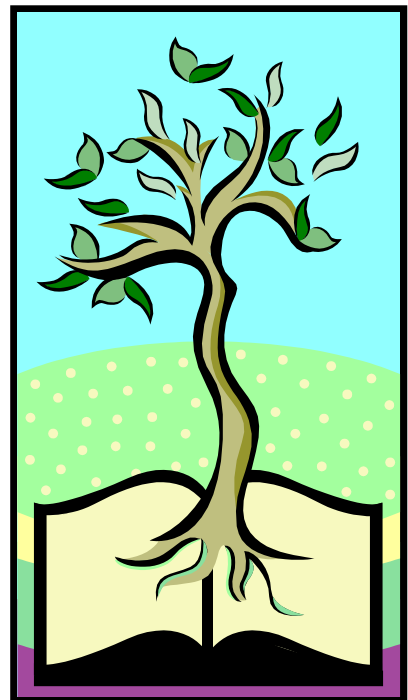
SSC RESPONSIBILITIES

Duties of the School Site Council

- Develop, implement, monitor, and review the *School Plan for Student Achievement (SPSA)*.
- Recommend the plan to the Board for approval.
- Identify resources to support the school plan.
- Review student performance data.
- Annually, review and update the Title I Parent and Family Engagement Policy and School-Parent Compact.
- Collaborate with other school advisory committees.
- Distribute information received at DELAC meetings
- Disseminate information from Parent Advisory Committee (PAC).
- Conduct an annual needs assessment.
- Annually review bylaws.
- Establish an annual meeting calendar.
- Schedule training for members to learn about their role and responsibilities.

Essential information for the SSC:

- Input from other school committees
- School allocations reported in the Consolidated Application
- Board Policies
- State and Federal requirements
- Student performance data
- Core curriculum and supplemental programs
- Parent involvement opportunities
- Uniform Complaint Procedures



SSC MEETINGS

Meetings

The SSC should meet at minimum five times per school year to discuss school improvement activities and school/student performance data to support student achievement. The SSC can meet more often to ensure the meeting topics are covered.

Suggested Meeting Topics (by category)

Council

- Role and responsibilities
- Robert's Rules of Order training
- Review Bylaws
- Uniform Complaint Procedures

Title I Program Compliance

- Program requirements and compliance procedures
- Title I Schoolwide Program (SWP)
- Budgets and expenditures
- Title I Parent Involvement Policy and School-Parent Compact



Single Plan for Student Achievement

- Review goals, program information, develop/revise action plan, align budget and expenditures
- Review ELAC recommendation regarding programs for EL students
- Propose changes to include in updated plan

Academic Program and Student Performance

- Review state and district assessments and other student data
- Core curriculum, interventions and instructional activities
- Reporting of student progress
- Importance of school attendance

Parent Involvement

- Strategies and activities for increased participation
- Opportunities at school and district
- Meetings, events and activities

Other Topics

- Presented by parents or by the needs assessment

PART III

PARLIAMENTARY PROCEDURES

BYLAWS

It is necessary to have Bylaws for all active committees to guide all actions beyond the rules of order provided by the law or board policy. Bylaws serve to define composition of the committee and the manner in which it will conduct business. Copies of the bylaws should be made available to all committee members annually.

Bylaws should be reviewed annually and updated periodically.

Bylaw articles define the following matters of the committee:

- Duties and Role
- Members
 - Composition
 - Terms of office
 - Voting rights
 - Termination of membership
 - Vacancy
- Officers
 - Election procedures
 - Terms of office
 - Removal of officers
 - Vacancy
- Committees
 - Subcommittees or other standing committees
 - Membership requirements
 - Rules
- Meetings
 - Meeting schedules – time, place and location
 - Conduct of meetings
 - Attendance procedures
 - Quorum requirements (simple majority – 50%, plus 1)
 - Elementary – at minimum is 6 members, if based on a 10 member SSC
 - Secondary – at minimum is 7 members, if based on a 12 member SSC
- Amendment process for bylaws
- A policy of non-discrimination





Cheat Sheet: Robert's Rules ²

Using Robert's Rules makes your meetings run smoothly and helps make sure that you address all the necessary topics. The rules aren't that complicated, but it does help to know the basic standard order of business, and how to make and handle motions according to the Rules.

Standard Order of Business according to Robert's Rules

This quick reference list to Robert's Rules' standard order of business makes it easy to set up a basic agenda for the meeting.

1. Reading and Approval of minutes.
2. Reports of officers, boards and standing committees
3. Reports of special committees
4. Special orders
5. Unfinished business and general orders
6. New business

Making and Handling Motions according to Robert's Rules

Following are the eight steps required from start to finish to make a motion and get the group to decide whether it agrees. Each step is a required part of the process.

Steps

1. The member rises and addresses the chair.
2. The chair recognizes the member.
3. The member makes a motion.
4. Another member seconds the motion.
5. The Chair states the motion.
6. The members debate the motion.
7. The chair puts the question and the members to vote.
8. The chair announces the result of the vote.

What to Say

"Madam Chairman....."
"The chair recognizes....."
"I move to....."
"Second."
"It is moved and seconded to....."
"The chair recognizes the need to speak to the motion....."
"All those in favor of..... will say 'aye', those opposed will say 'no'.
"The 'ayes' have it and the motion carries, and(restate what will happen)"

² Adapted from Robert's Rules for Dummies by C. Alan Jennings, PRP

PART IV

SAMPLE TEMPLATES

In an effort to provide enhanced support to the school site and continuity of information throughout the district sample documents have been created. All templates are available on the State and Federal Programs, School Site Council webpage: <https://www.stocktonusd.net/Page/2675>

Elections:

- **Notice of Elections:** The notice may be modified to include just the SSC or other committees, such as ELAC. Typically, the Notice of Election is distributed through the school site's first day packet.
- **Election Ballot:** The ballot may be modified for the intended party/group nominations were submitted for. The party/group may be for teachers, other staff, parents and/or students.

SSC Composition:

- **Membership List - Elementary:** The membership list identifies the composition of the members, the officers and the term. This membership list was adapted to meet the needs of elementary schools as their membership minimum is 10.
- **Membership List - Secondary:** The membership list identifies the composition of the members, the officers and the term. This membership list was adapted to meet the needs of secondary schools as their membership minimum is 12, include student representation.

Meeting Documentation:

- **Sign-in Sheet:** The sign-in sheet records the attendance of members and guests attending the meeting. The agenda also provides for SSC members to sign next to their name, thereby, recording attendance. Roll call attendance is not an allowable practice. Members must be in attendance and cannot attend in absentia.
- **Meeting Notice:** The meeting notice has varied from school site to school site. The recommendation is to use the agenda as the meeting notice. The meeting notice must be posted at least 72 hours from the start of the meeting in a public place that parents and the public will view. The notice must also include the time, date, location of the meeting, and agenda topics so the public can be informed and prepared to discuss.
- **Agenda:** The agenda has been revised and prepopulated with meeting topics required to be discussed. Changes to the agenda must be determined prior to 72 hours before the meeting take place. It is possible to amend the agenda during the SSC meeting by motion and voting.
- **Minutes:** The minutes have been revised and prepopulated with meeting topics required to be discussed. The minutes must convey the details of the discussion and crafted for those not attending the meeting to fully understanding the intent of the meeting topic and.
- **Official Actions:** The form has been developed to assist in recording the official actions of the SSC that involves voting. This is an optional form.

Other Forms:

- **Meeting Calendar:** This template provides an overview of meeting dates and times for public dissemination.
- **Bylaws:** Bylaws are a set of rules of the committee to guidance and control of member actions focusing on the structure, procedures and dispute resolution processes.