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INFORMATIONAL BULLETIN #2020-0012

DATE: July 2020

TO: Site Administrators (Principals and Assistant Principals)
Site Program Specialists
Site Secretaries

FROM: Janet Yarbrough, Director of Educational Services – State and Federal

RE: **STATE AND FEDERAL PROGRAMS SCHOOL SITE COUNCIL MEETING
METHODS AND NOTIFICATION PROCEDURES**

Purpose:

Pursuant to California Education Code (EC) Section 52855 and EC 64001 a schoolsite council (SSC) is to develop, annually review and updates the School Plan for Student Achievement (SPSA). The SSC must recommend the SPSA to the local governing board for approval. Thus, the role of the SSC is crucial to the success of the categorical programs a school may have. (<https://www.cde.ca.gov/fg/aa/co/ssc.asp>)

In light of recent circumstances, the district has evaluated the process of communication to our parents/guardians, staff, students, and community members in order to complete activities that require approvals for actions in order to comply with revisions and the development of the school site's SPSA.

California Legislative – Education Code Section 35147(c):

The California Legislature enacted the Greene Act (Education Code §35147(c)) that governs protocols for School Site Council meetings to adhere ensuring access for all.

The following protocols shall be met for the Notice of meeting:

- posted at the schoolsite, or other appropriate place accessible to the public
- posted 72 hours before the time set for the meeting
- specify date, time, and location of the meeting
- contain an agenda describing each item of business to be discussed or acted upon

http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=EDC§ionNum=35147.

It is also noted within the section; no action may be taken if the item did not appear on the **posted** agenda included in the notice of meeting/agenda. The only exemption is if the School Site Council members present unanimously vote to approve the item as it is necessary to take immediate action on.

Notice of Meeting/Agenda:

The Notice of Meeting shall include specific information in order to meet the requirements of the Greene Act. Failing to include the specific content will cause delay in discussion and action.

At the beginning of the 2019-2020 school year, State and Federal programs distributed and posted on its School Site Council webpage (<https://www.stocktonusd.net/Page/2675>) templates including the agendas and minutes. The agenda template meets the requirements as the Notice of Meeting; therefore, eliminating the need for two documents. From this point forward this document will be referenced as Notice of Meeting/Agenda.

Effective as of this Informational Bulletin, all school sites will use the revised Notice of Meeting/Agenda templates, which include the topics as follows:

1st Fall Meeting (August/September) –

- Election of Members
- Election of Officers of the Council
- Review of Roles and Responsibilities
- Review and Update (if necessary) of Bylaws
- Review and Update (if necessary) the School-Level Parent and Family Engagement Policy
- Review and Update (if necessary) the School-Parent Compact
- Distribution and review of the Uniform Complaint Procedures (UCP) Annual Notice
- Review and discuss 2020-2021 SPSA for Goals 1, 2, 3 along with data that demonstrates:
 - ELAC feedback of 2020-2021 SPSA
 - Implementation of strategies/activities
 - Effectiveness of strategies/activities
 - Change of strategies/activities
 - Alignment of activities and allocation of funding
 - Document discussion and evaluation of strategies/activities
- Review Comprehensive Needs Assessment/Decision Making Model (DMM) Status including data

2nd Fall Meeting (October/November) –

- Review the evaluation of the 2019-2020 SPSA (conducted no later than the end of the previous year)
- Review and discuss 2020-2021 SPSA for Goals 1, 2, and 3 along with data that demonstrates:
 - Implementation of strategies/activities
 - Effectiveness of strategies/activities
 - Change of strategies/activities
 - Alignment of activities and allocation of funding
 - Document discussion and evaluation of strategies/activities
- Update Comprehensive Needs Assessment/Decision Making Model (DMM) Status including data
- Review LCAP presentation (Documentation to be provided by the Director of LCAP)

Winter Meeting (December) –

- Review and discuss 2020-2021 SPSA for Goals 1, 2, and 3 along with data that demonstrates:
 - Implementation of strategies/activities
 - Effectiveness of strategies/activities
 - Change of strategies/activities
 - Alignment of activities and allocation of funding
 - Document discussion and evaluation of strategies/activities
- Approval of 2020-2021 SPSA, if changes occurred
- Update and Finalize Comprehensive Needs Assessment/Decision Making Model (DMM) Status including data
- Identify Title I and site LCFF strategic staffing allocations based on DMM update
- Approval of the Safe School Plan (Obtain additional information from Marcus Omlin)

1st Spring Meeting (January/February) –

- Review and discuss 2020-2021 SPSA for Goals 1, 2, and 3 along with data that demonstrates:
 - Implementation of strategies/activities
 - Effectiveness of strategies/activities
 - Change of strategies/activities
 - Alignment of activities and allocation of funding
 - Document discussion and evaluation of strategies/activities
- Present input and feedback from stakeholders on the:
 - 2021-2022 SPSA School Goals based on DMM/data
 - 2021-2022 SPSA strategies/activities based on DMM/data
 - School-Level Parent and Family Engagement Policy
 - School-Parent Compact
- Review and discuss draft:
 - 2021-2022 SPSA
 - School-Level Parent and Family Engagement Policy
 - School-Parent Compact
- Review Comprehensive Needs Assessment/Decision Making Model (DMM) Status including data

2nd Spring Meeting (March/April) –

- Review and discuss 2020-2021 SPSA for Goals 1, 2, and 3 along with data that demonstrates:
 - Implementation of strategies/activities
 - Effectiveness of strategies/activities
 - Change of strategies/activities
 - Alignment of activities and allocation of funding
 - Document discussion and evaluation of strategies/activities
- Present final input and feedback from stakeholders (including ELAC) on the:
 - Acknowledge/Consider ELAC recommendations (including if none are received)
 - 2021-2022 SPSA School Goals based on DMM/data
 - 2021-2022 SPSA strategies/activities based on DMM/data
 - School-Level Parent and Family Engagement Policy
 - School-Parent Compact
- Review and approve the:
 - 2021-2022 SPSA including the 2021-2020 budget allocations
 - School-Level Parent and Family Engagement Policy
 - School-Parent Compact
- Review Comprehensive Needs Assessment/Decision Making Model (DMM) Status including data
- Review LCAP presentation (Documentation to be provided by the Director of LCAP)

Questions on updating the Notice of Meeting/Agenda can be directed to State and Federal staff: Maylyn Paculba at ext. 2622 or by email: mpaculba@stocktonusd.net.

Posting and Distribution of Notice of Meeting/Agenda:

The Notice of Meeting/Agenda shall be posted at the schoolsite **72 hours before the time set for the meeting**. This location must be in an area that is accessible to parents/guardians, students, staff, and community members.

The Greene Act does allow for “other appropriate place accessible to the public”. This has not specifically been defined in education code; therefore, the district has defined to mean the following:

- District’s Mass Notification System
- SUSD app
- School site webpage
- School site PeachJar
- School site Facebook
- School site Twitter

Effective immediately, **ALL SSC meetings shall be documented to meet the 72-hour notification timeframe, by using the district’s Mass Notification System**. Blackboard is currently the district’s official notification of information that provides parents/guardians, students, staff, and community members notification of school and district events.

The body of the message will include the following: (Replace yellow highlighted with school site specific content.)

State and Federal Department parents/guardians, students, staff, and community members:

On August 15, 2020, State and Federal will hold a School Site Council meeting at 8:00 a.m. located in the Multi-Purpose Room (A333).

The topics for discussion will include:

- Reading/Approval of Minutes
- Election of Members
- Review of 2020-2021 SPSA
- Review of Comprehensive Need Assessment

You are encouraged to attend and provide input and feedback during the discussion of each topic.

The Notice of Meeting/Agenda has been posted at the schoolsite, PeachJar, attached to the email, and on our school's webpage, and social media accounts.

For additional information, please contact: State and Federal Coordinator, (209) 555-1212 /sfc@fakemail.com

Thank you.
Principal Compliance

Please note, the Notice of Meeting/Agenda flyer (document) must be attached to the Mass Notification System message.

Sample 72-hour (3-day) scheduling table:

Day of Week of Schedule Meeting	Posted 72-hours Prior to Day of Week/Time of Scheduled Meeting	Time of Meeting
Monday	Friday	No later than set time of meeting
Tuesday	Saturday	
Wednesday	Sunday	
Thursday	Monday	
Friday	Tuesday	

For example:

- 1) A School Site Council meeting is scheduled for Monday at 9 am, the Notice of Meeting/Agenda must be posted no later than Friday at 9 am.
- 2) A School Site Council meeting is scheduled for Wednesday at 3:30 pm, the Notice of Meeting/Agenda must be posted no later than Sunday at 3:30 pm.
 - a. Ideally the notice is posted by Friday, which mean this meeting notification provided for more than 72-hours' notice.

As verification of communication, upload the analytics document from the district's Mass Notification System along with the Notice of Meeting/Agenda into Title1Crate.

For additional support to engage parent involvement, please contact the district's Parent and Family Engagement Office for additional tip, techniques, and guidance at: (209) 933-7470, ext. 2228

Questions on development of the Notice of Meeting/Agenda can be directed to State and Federal staff: Maylyn Paculba at ext. 2622 or by email: mpaculba@stocktonusd.net.

Conducting School Site Council Meetings:

In today's world that is filled with competing priorities and technological advances, there are several ways to support parent involvement ensuring effective and efficient engagement of parents/guardians, students, staff, and community members. It is important to make sure all stakeholders are communicated with to provide ample opportunities to provide input and feedback on topics that support student achievement and provide supports/resources to parents/guardians to assist their student to be successful in their academic careers (and personal life).

There are two types of meetings that can support parents/guardians, students, staff, and community members to play an active role in participation, 1) physical meetings and 2) virtual meetings. Each type of meeting has its advantages and disadvantages:

- Physical Meetings – are meetings that are held in a central location on the school site that are accessible to parents/guardians, students, staff, and community members. The location must provide sufficient room for attendees to participate.
- Virtual Meetings – are meetings that are held using an online platform (such as Zoom, GoToMeeting, etc.) to conduct the meeting. Attendees are able to log-in using their computer, smartphone or call in through a landline or cellphone. Communication is available visually through a camera (typically embedded in most devices), audio using microphones (typically embedded in most devices), and a chat room feature.

The district supports the following methods in facilitating School Site Council meetings:

- 1) Physical only (members and guest attendees are present)
- 2) Hybrid (members are in attendance physically and guest attendees are present physically and/or virtually)
- 3) Virtual only (rare/extreme conditions only – members and guest attendees are present virtually)

Physical Only –

In conducting physical only meetings, posting of the notification of these meetings will follow the process described in the section Posting and Distribution of Notice of Meeting/Agenda of this document. During this meeting, School Site Council members and attendees are present physically. All voting members present are physically at the meeting location and prepared to discuss and take action (as appropriate) on the agenda topics. Voting occurs as described in the bylaws, typically with a show of hands.

Hybrid –

In conducting hybrid meetings, the meeting notifications include the online platform, meeting ID, and URL address to access the meeting. Posting of the notification of these meetings will follow the process described in the section Posting and Distribution of Notice of Meeting/Agenda of this document.

Physical meeting can be enhanced for stakeholder viewing by incorporating virtual components. When virtual methods are used it is meant that potential attendees who are not able to physically be present are able to view the meeting at the time of the event or after as it is recorded and posted on the school site's webpage. During this hybrid meeting virtual attendees are not active participants, but active viewers.

Virtual Only –

In conducting virtual only meetings, posting of the notification of these meetings will follow the process described in the section Posting and Distribution of Notice of Meeting/Agenda of this document. During this meeting, School Site Council members and attendees are present virtually. All voting members present are virtually on the online platform prepared to discuss and take action (as appropriate) on the agenda topics. Voting occurs by roll call, using the chat feature or raise hand/thumbs up/down emoji. This type of meeting occurs if rare occasions are present and requires State and Federal Program staff notification and explicit invitation to attend the meeting to confirm compliance.

Documenting School Site Council Meetings:

The sole method for documenting the discussions and actions of a School Site Council meeting is via brief yet detailed minutes. Minutes are drafted of the activities conducted and notated using the “Minutes” template found on the district’s School Site Council webpage.

Effective as of this Informational Bulletin, all school sites will use the revised Minutes templates. Questions on modification of the Minutes template or revise of wording can be directed to State and Federal staff: Maylyn Paculba at ext. 2622 or by email: mpaculba@stocktonusd.net.

For each topic discussed, the minutes must reflect:

- Points of discussion including summary of questions and conversation
 - Detailed account of specific information such as dollar amounts and transfers of allocated funds, description of summarized data information, and changes to the School Plan for Student Achievement document
 - Motion of action item, including what member motioned
 - Seconded, including what member sectioned
 - Voting results, including the number of Yes votes, the number of No notes, and the number of abstention votes
- The draft minutes are presented to the School Site Council as part of their agenda packet and reviewed at the next School Site Council meeting. The review includes providing time for attendees to review and make comments for corrections. Comments are recorded in the current meeting’s minutes and the motion for the approval of the minutes includes a summary of changes or “corrections notated” as part of the motion.

The approved minutes are uploaded into Title1Crate in the appropriate area.

Another means of documenting the School Site Council, yet does not meet compliance requirements, is to record the meeting using an online platform, specifically when using the Hybrid meeting format. The recorded meeting is posted on the school site’s webpage as an additional means for potential attendees to view and be involved. School Site Council members and guests attending physically are reminded the meeting is being recorded.

Failure of Not Meeting Compliance:

In general, failing to meet compliance can have serious implications to the activities that were slated to be presented, discussed, and action taken on.

Specifically, failing to adhere to the Greene Act requires for the meeting to be rescheduled and conducted after all aspects of the Greene Act are met. This delay can result in not obtaining appropriate approvals to move forward with specific budget transfers and SPSA adjustments. Violation of the Greene Act may result in disciplinary action and/or audit finding with reversal of funds.