
Handbook and Training Guide For School Site Council Members



Recognition of Service

Thank you for serving on site council.

This is an important role for our school sites. In this role, you will help improve the education of our students and the quality of our educational programs.



You Will Learn...

- Importance of School Site Council (SSC)
- Basic information about membership and election procedures
- Roles and responsibilities
- Successful meeting practices
- School and District input on Family Involvement

Laws pertaining to School Site Council

- Original law: **Education Code 52850-52863**
(School Based Coordinated Program)
- Added laws.:
 - **EC 52010-52039** (SPSA - Single Plan for School Achievement)
 - **EC 64000-64001** (SPSA)
 - **EC 18181**(SPSA /IIUSP/HPSG and Library Plans)
 - **EC 41507**(Block Grant/School Improvement plan (SIP))
 - **EC 32280-32288** (School Safety Plans)
 - **EC 52010-52039** (Title I in SPSA)
 - **EC 63001** (Direct Services)
 - **EC 63001** (Direct Services)
 - **EC 65000** (School Site Councils)
 - **EC 35147** (Public Meeting Requirements)

Roles and Duties of SSC

SSC reviews, gives input on and helps develop the School Plan for Student Achievement (SPSA)

- Review and update each year based on _____.
- Examine data at each meeting to monitor the success of _____.
- Consult with _____ and other parent groups on student needs
- Vote to Recommend SPSA to _____ (Board of Education) for approval.

Roles and Duties of SSC

SSC Provides input on, helps develop and approves the:

1. _____

2. _____

3. _____



All SSC Members are _____ by their

_____:

- _____ vote for Teachers
- Other Staff Vote for _____
- Parent/Community members vote for Parent/community members
- _____ Vote for Students

Vacancies are filled according to bylaws

Types of members:

- Parent/Community Members
- Classroom Teachers
- Other Staff (includes everyone who is not a classroom teacher or the principal)
- Principal or Designee (*Not Elected*)
- Students (secondary only)

Quiz Part 1

Quiz:

Who gets to vote on a Parent/Community member ballot?

- a. Anyone that is a parent or community member
- b. Anyone that gets the ballot
- c. staff and students
- d. Principal and office staff

Which of these is not approved by the School Site Council?

- a. Safety Plan
- b. SPSA
- c. LCAP
- d. Parent Involvement Policy

Site council decisions should be based on

- a. Data
- b. Traditions

Balanced School Site Council-(Parity)

What is the required composition of a School Site Council?
(See CA Ed Code 65000)

Summary of Ed Code 65000

- School Site Councils Must have an equal number of staff member and non-staff members.
- **Staff Members:** There must be a Principal or Principal Designee, Classroom Teaching Staff, and Other Staff that are not classroom teachers
 - Classroom teachers must make up the **Majority** of the staff members on the council.
- **Non-Staff Members:** Non-staff members can include parents and community members.
 - A person cannot serve as a Parent/community member if they are employed by the school they wish to serve (they could serve as a staff member, however).
 - A person that is employed by the district but not at the school site they wish to serve may be a parent/community member on the council (employed at another school site, district office, transportation, etc.)

Balanced School Site Council

What is the required composition of a School Site Council?

(See CA Ed Code 65001)

Summary of Ed Code 65001

- Schools with 300 or more students must have 10 members (5 staff and 5 non-staff) on the school site council. More than 10 is allowed, as long as there is an equal number of non-staff and staff members and the other conditions listed above are met (parity).
- Schools with less than 300 students may obtain a waiver to have a smaller council with 6 members. Parity still applies and each type of member must be represented on the council (principal/designee, classroom teacher, other staff, parent/community member & student for secondary)

Balanced School Site Council-(Parity) Elementary Level

Principal/Designee	Parent/community member
Teacher	Parent/community member
Teacher	Parent/community member
Teacher	Parent/community member
Other Staff	Parent/community member

* Parent representatives can be staff members in the district, but not at the school if they want to serve as a parent/community member on the council.

Balanced School Site Council (Parity) Secondary Level

Principal/Designee	Parent/community member
Teacher	Parent/community member or Student
Teacher	Parent/community member or Student
Teacher	Parent/community member or Student
Other Staff	Student

* Parent representatives can be staff members in the district, but not at the school if they want to serve as a parent/community member on the council.

* Secondary must have at least one parent/community member and at least one student. The rest of the Non-staff representatives can be either parent/community members or students.

Balanced School Site Council (Parity) Secondary Level Example

Principal/Designee	Parent/community member
Teacher	Student
Teacher	Student
Teacher	Student
Other Staff	Student

This council is compliant because there are 5 staff members and 5 non- staff (balanced). The staff has a majority of teachers, 1 principal and 1 other staff. The non-staff members have at least 1 parent/community member and at least 1 student.

Balanced School Site Council Secondary Level Non-Example

Principal/Designee	Parent/community member
Teacher	Student
Teacher	Student
Other staff	Student
Other Staff	Student

This council is not-compliant because even though there are 5 staff members and 5 non- staff (balanced). The staff does not have a majority of teachers. This council would need an additional teacher and one less other staff member to correct.

SSC Bylaws

Each School Site Council should have adopted bylaws that outline:

- How members are elected
- Responsibilities of the council
- Duties of officers (chair, vice-chair, secretary, timekeeper, etc.)
- Election of alternate members
- Term of service on the Council
- Quorum Requirements
- Attendance expectations for Council members

Modifying Bylaws

- Bylaws should be reviewed by the SSC annually and approved by the council vote.
- They can be amended by a majority vote of the council
- Revised bylaws must be dated, documented in the SSC minutes and placed in the School Site Council Compliance Binder (Digital) along with minutes and agendas for public review.

Quiz Part 2

Quiz:

If a council has parity, that means:

- a. there are the same number of teachers and non teachers on the council
- b. there are a lot of parents and community members on the council
- c. the meetings have perfect attendance
- d. there is an equal number of staff and non staff on the council.

True or False:

1. The yard supervisor at the school can serve as a parent member if they have a student at the school. T F
2. Staff can be appointed to the council by the principal. T F
3. Teachers must be the majority of the staff members on the council. T F
4. A balance site council is the law. T F

SSC Examines Data

_____ should be reviewed at each meeting:

Data questions are the foundation for the development of the School Plan for Student Achievement (SPSA) :

- How well are all students _____?
- How well are subgroups achieving?
- Do we have high expectations for all students?
- Are the SPSA actions being implemented? Are they _____?

Actions in the SPSA and the use of funds must be justified by student and site data. Finding the _____ use of funds that will improve the results is the intent of SPSA and federal funding.

SSC and Parent Input

- Parents/Students are seen as key partners with school staff to support _____ achievement, increase parent involvement and education, and access resources for students.
- The SSC consults with parents of English Learners and the English Learner Advisory Committee (_____)
 - Plan to support _____ Learners is included in site plan
- ELAC and other parents are informed that they may provide a written objection to the SSC recommended SPSA
- SSC and other parent committees should actively participate in district _____ and other parent engagement activities to provide local input to district decision making.

Budgets

- Activities must be supported in the SPSA and allows available site-based funds to be used to support them.
- All budgets have specific intent
 - They never “_____” or take the place of what the district is required to provide as “baseline”
- SSC recommends these _____ as part of site plan
- SSC consults with _____

Budgets and the School Plan for Student Achievement

□ Title I

- Supplemental support in English Language Arts and Mathematics
- Supplemental counseling
- Parent Engagement
- Professional development in ELA, Math
- *Title I students receive everything that all other students receive first before Title I funds are used*

□ **SSC must _____ changes in Title 1 budget**

□ **Board must approve “material changes” – 15% or more of a programmatic activity**

Appropriate Expenditures

Proposed expenditures must:

- Support _____ student achievement as shown in _____
- Support actions in Board-approved site plan (SPSA)
- Be compliant with State and Federal Laws

An illustration on the left side of the slide shows three stylized human figures standing on ladders of different colors (red, blue, and orange) against a teal background with yellow stars. The top figure is partially cut off, the middle figure is a woman with blonde hair, and the bottom figure is a man in a suit. The ladders are positioned diagonally across the frame.

The “Right” Budget Questions

- ❑ Does the budget support ***student achievement priorities*** identified through review of student achievement data?
- ❑ Are the proposed expenditures ***directly related*** to the student needs assessment in the SPSA?
- ❑ Is this expenditure for a research-based (or locally proven), highly powerful way to improve student achievement?
- ❑ Are we using this year’s budget in a timely way to support students this year?
- ❑ Are the actions we are funding making an impact on the student data?

The “Wrong” Budget Question



Can we use this budget to pay
for.....?????

- This question is a red flag!
- Consider the following:
 - Is it in School Plan for Student Achievement (SPSA)?
 - Is there another budget that should pay for this?
 - Does this support a need identified through a review of the data?
 - Will this really increase student achievement?

Quiz Part 3

Quiz:

True or False:

1. All Title 1 budget decisions must be approved by SSC. T F
2. All actions in the SPSA must be supported by student and site data. T F
3. Title 1 can replace district programs if the SSC votes on it. T F
4. Budget plans for Title 1 can be changed. T F

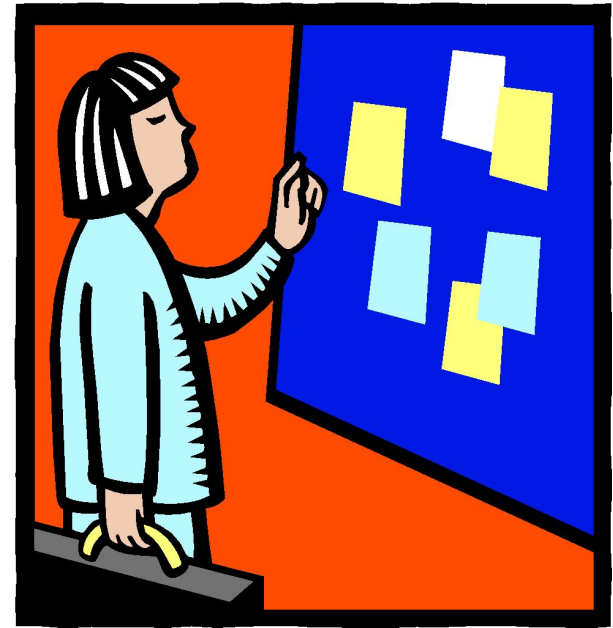
What is the intent of Title 1 funds and the SPSA?

- a. Field Trips
- b. Improve Student Achievement
- c. Improve Facilities
- d. Increase salaries

Open Meetings

SSC follows rules under CA Ed Code 35147 and the Greene Act :

- Agenda must be posted in a place accessible to the public ____ hours prior to meeting
- Meeting must be held in a place _____ to public
- State specific location, time, date on agenda (link to virtual meeting)
- State specific topics in agenda
- Vote only on items included in posted
- Vote **only** if there is a quorum at the time of the vote
- Make materials available upon request (bylaws, minutes, etc.)
- Allow _____ input—include as agenda item



*****All public meetings can be video or audio recorded***

Provisions for Emergencies

- Emergency meetings follow same rules
- It is OK to vote if an item *not on the agenda* is unanimously determined by SSC to meet both criteria:
 - Be in need of _____attention
 - Issue was not known when agenda was developed; became known _____ agenda was posted
- EC 35147 (a-d)

Minutes

- If it is not written ***it does not exist***
- Minutes, agendas, sign in sheets, handouts, documents from SSC meetings and the SPSA are public record (EC 62500-62700)
 - Must be kept in a central location (SSC Digital - Compliance Binder on Shared Drive)
 - SSC _____ minutes at following meeting as “accurate and true”

Corrective Action

What if Public meeting rules are not followed?

EdCode 35147 (b)(2)

- If a council or committee violates the procedural meeting requirements of this section, upon demand of any person, the council or committee shall reconsider the item at its next meeting, after allowing for public input on the item.

Quiz Part 4

Quiz:

True or False:

1. An emergency meeting does not have to have an agenda posted 72 hours in advance. T F
2. Anyone from the public can attend a meeting and give input. T F
3. The SSC doesn't need to review and approve meeting minutes. T F
4. The public is not allowed to record a meeting. T F

What happens when the meeting procedures are violated?

- a. All voted items are re-voted on at the next meeting with public input
- b. Site requests district permission
- c. Site council is issued a letter of reprimand
- d. Funds are penalized for violating state law



CERTIFICATE

Of Completion

This certificate is proudly presented to



For completing the Twin Rivers Unified School District Site Council Compliance Training .

A handwritten signature in black ink, reading "Travis Burke", enclosed in a white rectangular box with a thin black border.

Travis Burke

Director of Special Projects, Co-Curricular, and Compliance

Questions

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