Sacramento City Unified School District
Est. 1854

2017-2018 School Site Council Training

School Site Council: The Essentials

Overview

- Welcome and Introductions

- School Site Council Responsibilities

- Single Plan For Student Achievement (SPSA)

- School Site Funding and Linking Expenditures to Student Achievement

- Composition & Election of School Site Council

- Roles and Running an Effective Meeting

- SCUSD, CDE Requirements & School Site Council Support

- Questions and Answers

School Site Council Responsibilities

Primary Role of School Site Council

(1) Advise on the creation or revision of the

 Single Plan For Student Achievement (SPSA)

(2) Approve the SPSA

(3) Monitor the implementation of the plan

(4) Evaluate the effectiveness of its programs

Additional Responsibilities of School Site Council

- **In addition to work with the SPSA, the SSC will:**

  - Review district policies

  - Review meeting and operating procedures

  - Develop annual meeting calendar

  - Review bylaws annually

  - Encourage parents, community members, teachers and students, if applicable, to take on leadership roles and participate in SSC activities

  - Approve the Site Parent Involvement Policy and School-Parent Compact

  - Carry out other duties assigned by the school board or required by state and/or federal law.

Merging ELAC with School Site Council

Each CA public school with 21 or more Els must form an English Learner Advisory Committee (ELAC)

SSC/ELAC Additional Requirements:

- The ELAC may delegate duties to SSC only after ELAC meets (at least once) and learns the rights and responsibilities of ELAC.

- ELAC can then vote for SSC to carry out all ELAC duties, for up to two years. The ELAC agenda and minutes must reflect this.

- The SSC must accept, vote for, and be trained in the duties, and then carry out all ELAC duties. The SSC agenda and minutes must reflect this.

- The proportion of EL parents on SSC must be at least as high as the proportion of EL students in the school.

Basic Expectations of SCC Members

1. To attend all meetings

2. Participate: ask questions and share ideas

3. Be committed to the process and respectful of other members

4. Remember that you were elected as a representative of your peers and you represent them in the Council.

Single Plan For Student Achievement (SPSA)

Purpose of Single Plan for Student Achievement (SPSA)

- **The SPSA is the PLAN for an individual school's improvement process.**

- **The SPSA serves to meet requirements of state and federal categorical programs.**

- **Actions in the SPSA are student data driven.**

A GOAL WITHOUT A PLAN IS JUST A WISH.
Antoine de Saint Exupéry

OperationOrganizationByHeidi.com

School Site Council's Work with SPSA – Two Tasks

- **Monitoring the current year SPSA**
  - Review the implementation of actions
  - Make adjustments to the budget

- **Begin the process of revising the plan for the next year.**
  - Review current practice for effectiveness
  - Look at student data for student need

Monitoring the Current SPSA

- Monitor the implementation of actions and use of funding in the current year SPSA at each meeting.

- Revise & approve changes to actions or funding as needed

- Evaluate the implementation of the plan at the end of the SPSA cycle

- Use information from the evaluation to help determine the following years' goals and actions

Mid-year Changes to the SPSA

Any of the following factors may indicate a need to amend the SPSA during the school year:

- The need for a new program, item or activity based on student data or information

- Student data/information suggests that an activity/expenditure is ineffective

- Staff, equipment or materials cannot be procured or there is cost difference

- The activity may be found to be non-compliant with state or federal law

- **What action and what funding will be changed in the SPSA? The balance in the SPSA must be maintained at "$ 0".**

- **The School Site Council not only approves the change of activity or item but also the funding changes in the SPSA.**

Revising the Next Year's SPSA

1. <u>*Needs Assessment*</u>

- **Examine District Theory of Change & Priority Elements**

Equity and Access Theory of Change

Equity & Access
Guiding Principle
All students are given an equal
opportunity to graduate
with the greatest number of
postsecondary   choices from
the widest array
of options.

Priority Elements

- **Elementary**
  - Reading by 3rd Grade
  - EL Redesignation
  - Middle School Readiness
- **Middle**
  - EL Redesignation
  - High School Readiness
- **High**
  - El Redesignation
  - Graduation Rate
  - A-G
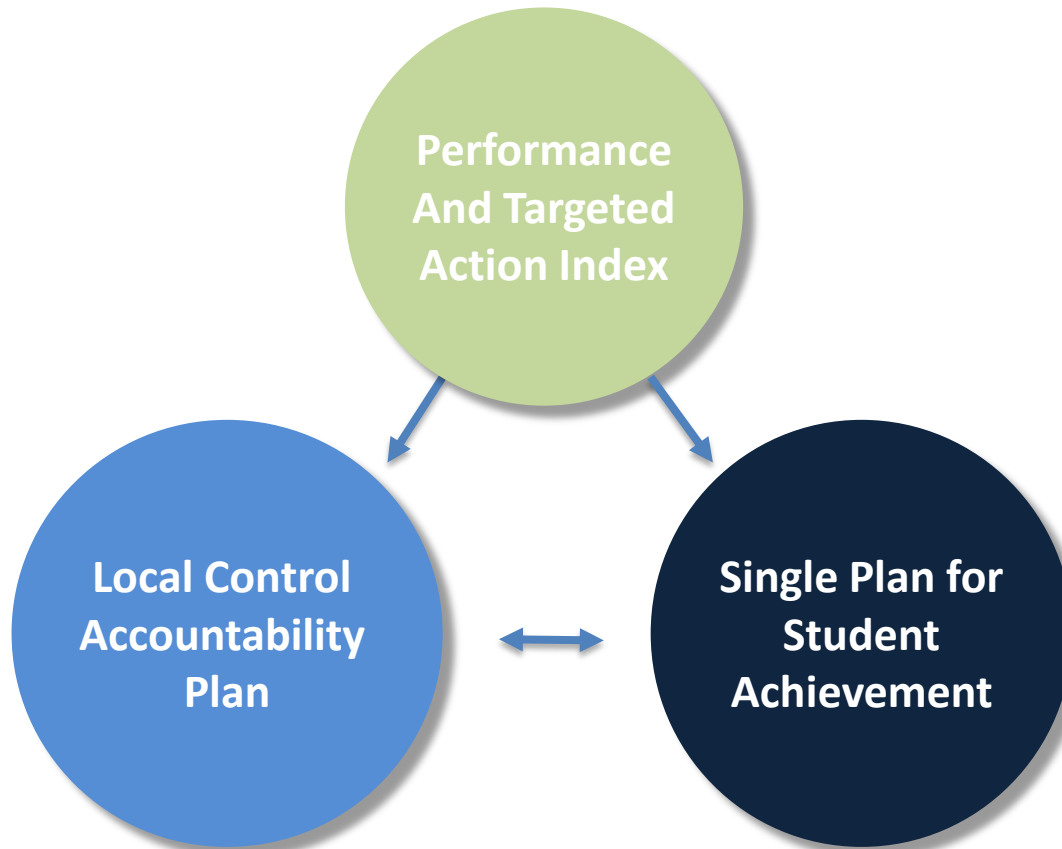
Revising the SPSA

(1. _Needs Assessment_ cont.)

- **Analyze** student data and current educational practices in relation to the priority elements

  - California Data Dashboard

  - Performance and Targeted Action Index

- **Identify** needs based on analysis of priority elements and student data.

- **Prioritize** and/or group student needs

The Steps to Revising the SPSA cont.

2. *Revisions to the Plan:*

- **Write** goals for improvement aligned with District focus and priority elements

- **Identify** the actions need to carry out the goals

- **Identify** the people responsible, the funding source and amount, and student subgroups served

- **Identify** metrics that will be used to measure effectiveness

2018-19 SPSA Timeline

- **October - November**:
  - SSC officers
  - Review data and implementation of 2017-18 plan (people, programs, materials)
  - Ensure 17-18 Plan monitoring strategies are in place to continue all year

- **December - February:**
  - Initial site allocations provided by Budget; One-Stop Staffing completed
  - Staff & SSC conduct a <u>Needs Assessment</u>

- **February – April:**
  - Complete Goals, Actions, Expenditures , input from parent groups, approval from SSC; SPSA expenditures are incorporated into LCAP

- **April 30th : SPSAs completed**

- **SPSA Adoption by BOE: June 2018**

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Effective Use of School Site Funds
to
Impact Student Learning

Funds Available to School Sites

Each school can receive supplemental funding from several sources:

State funds (LCFF Supp/Con)	Unrestricted but "principally directed to improve outcomes for target students"	Not audited, but required yearly updates in Local Control Accountability Plan
Federal funds (Title I)	RESTRICTED; rules & regulations on use of funds	Audited by CDE or USDE; Requires "evidence of effectiveness"
Other grants	May have rules & regulations	May or may not be audited

State Funds: Local Control Funding Formula (LCFF)

The District receives additional LCFF funds (Supplemental/Concentration) based on the number of Low income, English learners, foster, homeless youth.

- ✓ The District shares these funds with schools

- ✓ The funds are to be "principally directed toward, and effective in" meeting goals for "targeted" students

- ✓ Use of LCFF Supplemental funds is guided by the Local Control Accountability Plan (LCAP)

Title I – Federal Funding

The *Every Student Succeeds Act,* the newest version of federal funding law:

- Requires that all students be taught to high academic standards, preparing them to succeed in college and careers.

- Supports <u>evidence-based and place-based interventions</u> developed by local leaders and educators

- Maintains an expectation that there will be accountability and action to effect positive change in our lowest-performing schools

Evidence-Based Actions

- Using, generating, and sharing evidence about effective strategies to support students gives stakeholders an important tool to accelerate student learning.

- Interventions supported by higher levels of evidence are more likely to improve student outcomes because they have been proven to be effective

What Works Clearinghouse: http://ies.ed.gov/ncee/wwc/

School Site Council plays a role in approving, monitoring and evaluating the actions in the SPSA

Continuous School Improvement Process
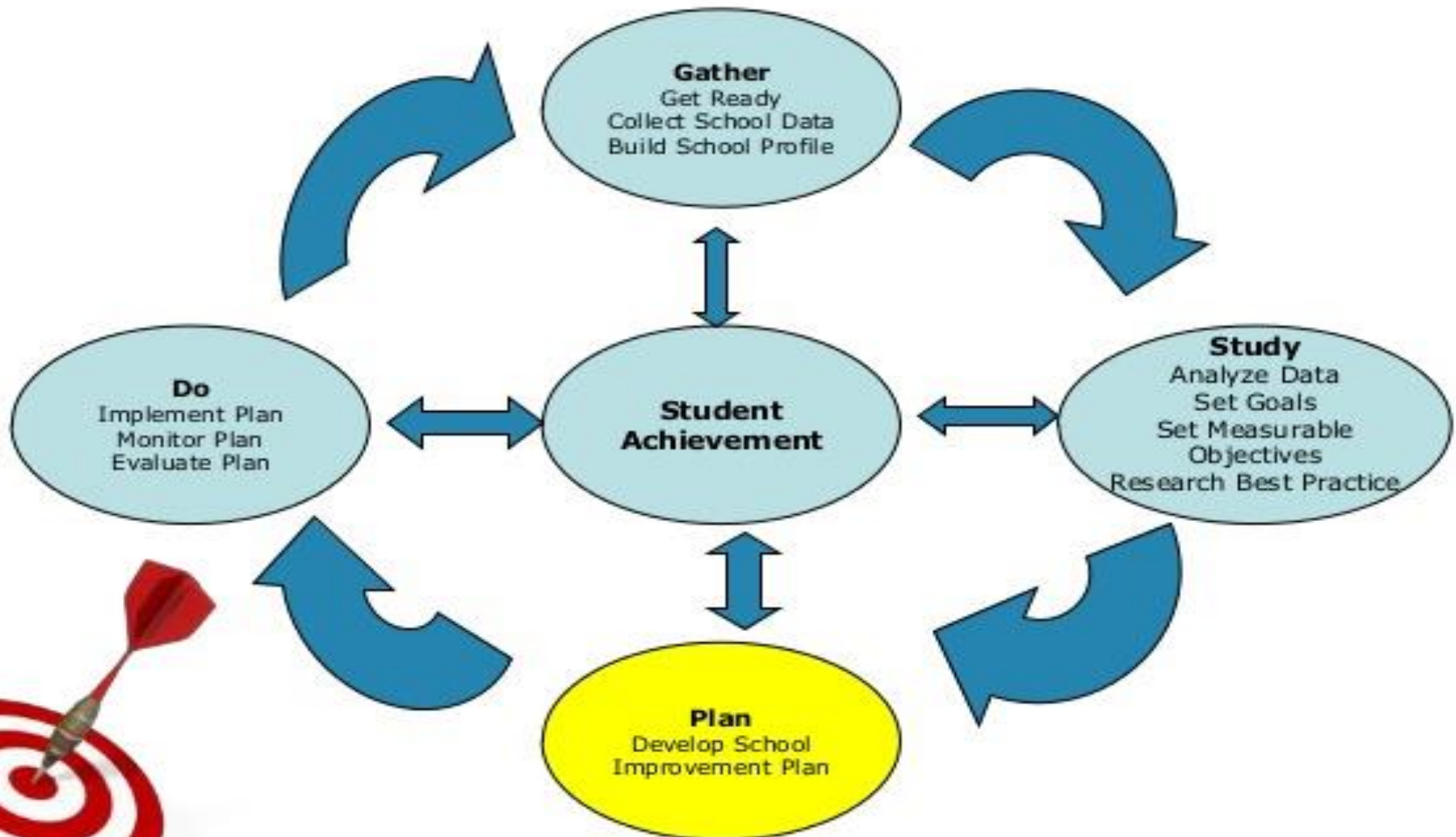
Composition and Election of the School Site Council

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SSC Composition - Elementary

Laws govern how SSCs are composed and there must be parity (equality) between staff & parents/community.

- Principal is a mandated member

- No less than 3 classroom teachers (teachers are always a majority of staff)

- One 'other staff" – classified or certificated

- No less than 5 parents

- There can be more members are long as there is "parity" between staff group & parent group

Elementary SSC Possible Composition

COUNCIL SIZE	PARENTS or COMMUNITY MEMBERS	PRINCIPAL	OTHER SCHOOL PERSONNEL	CLASSROOM TEACHERS
10	5	1	1	3
12	6	1	1	4
14	7	1	2	4
16	8	1	2	5
16	8	1	1	6

SSC Composition - Secondary

Laws govern how SSCs are composed and there must be parity (equality) between staff & parents/community/students.

- Principal is a mandated member
- No less than 4 classroom teachers (teachers are always a majority of staff)
- One 'other staff" – classified or certificated
- No less than 3 parents/community & 3 students
- There can be more members are long as there is "parity" between staff group & parent group

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Secondary SSC Possible Compositions

COUNCIL SIZE	PARENTS or COMMUNITY MEMBERS	STUDENTS	PRINCIPAL	OTHER SCHOOL PERSONNEL	CLASSROOM TEACHERS
12	3	3	1	1	4
16	4	4	1	2	5
16	4	4	1	1	6
20	5	5	1	2	7
20	5	5	1	1	8
20	5	5	1	3	6

School Site Council Elections

Parents:

- Parent membership on School Site Council should reflect the school community, including all student subgroups

- Parents are elected by parents

- Parents are voting members

- Parents may release one or more of their SSC seats to the election of community members and the parents are the only voting members for community membership

School Site Council Elections

Teachers:

- Teachers are a voting member and the number of teachers on SSC must be higher than the combination of administrator & other staff.

- Teachers must attend SSC meetings and an alternate sent cannot vote or make quorum.

- Teachers may not veto or alter the School Plan process.

School Site Council Elections

Principal:

- The principal is a voting member of the council.

- SSC attendance and responsibilities **cannot** be assigned to a vice principal or other designee.

- Is responsible for SSC elections & making sure meetings & required activities take place.

- He/she has no administrative authority over the council.

- The principal **may not veto** a decision of the council or make plan or budget changes without SSC approval.

School Site Council Elections

Other Staff:

- 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)

- Itinerant staff (e.g., translators, nurse, psychologist)

Roles and Running an Effective Meeting

SSC Officers

The SSC membership elects:

- <u>Chairperson</u> - organizes agenda, convenes and leads meetings

- <u>Vice Chairperson</u> – serves in the absence of the Chairperson

- <u>Secretary</u> - records event and actions taken by the council

- <u>Parliamentarian</u> - to maintain "Robert's Rules of Order"

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SSC Tools

- Member roster and phone numbers/email addresses

- Copy of the By-Laws

- Meeting agenda, sign – in; Copy of minutes to be approved

- Copy of SPSA with budget; instructional calendar

- Previous SPSA/Current Practice, Evaluation

- Student achievement data:
  - CAASPP (California Assessment of Student Performance and Progress) scores; CA School Dashboard information

  - Reading and Math benchmark assessment results

  - Grades and/or other local academic data

- Attendance/Behavior data; Suspension data; Survey results

SSC Meetings

- Meetings are considered open to the public

- A quorum must be present for a meeting to take place

- Time should be allotted for public comment

- Post a meeting notice **72 hours** in advance, specifying **date, time and location, and agenda** describing each item of business

- Create a sign-in sheet for all who attend.

- Provide copies of agenda and all materials to SSC members and the public.

- Notify alternates that they may not vote or count toward quorum.

- Required to follow the posted agenda.

The Greene Act

– The council cannot act/vote on any item that was not 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 on the agenda for action

– If these procedures are violated, upon demand of any person, the council must reconsider the item at it's next meeting after allowing for public comment on the item

Right of Minority

SSC Members have:

- The right to be heard and to voice their dissent

- The right to have their dissent noted in the record

– But, once dissent is given and vote taken, it is the decision of the collective body, even those who objected

SCUSD Requirements and SSC Support

SCUSD & CDE Requirements

- **Yearly**:
    - Parent/Staff Election/Selection **(CDE requirement)**
    - SSC Membership Roster **(District requirement)**
    - Officers **(District requirement)**
    - Meeting Schedule **(District requirement)**

- **Monthly:**
    - Meeting Agendas **(CDE requirement)**
    - Meeting Minutes in detail (must include suggestions, input, motions, names); Sign – in sheets **(CDE requirement)**

- **As Needed**
    - Single Plan For Student Achievement **(CDE requirement)**
    - By-Law Amendments
    - Changes in Membership

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What the SSC is Not

- School management

- Supervision of staff

- Policy making

- Fundraising

- Political organization

- Personnel Committee

- Grievance Committee

- Extension of the PTSA

- Social Group

QUESTIONS?

Resources:

– http://www.scusd.edu/SSC

– http://capta.org/focus-areas/lcfflcap/priority-areas/parent-involvement/

– https://www.greatschools.org/gk/articles/the-role-of-the-school-site-council/

– http://www.scusd.edu/post/2017-20-local-control-and-accountability-plan

Additional Support:

State and Federal Department
(916) 643-9051
Family and Community Engagement
(916) 643-7924