

## School Site Council Best Practices

Now that most schools have their School Site Councils 'up and running', it's time to take a look at the School Site Council (SSC) tasks that must be completed this year according to Education Code and the Every Student Succeeds Act. The following practices are most important and can be found in Education Code EC 52852:

- School Site Council **calendar of meetings should be sent to** Lisa Torres at [Lisa-Torres@scusd.edu](mailto:Lisa-Torres@scusd.edu) and Kelley Odipo at [Kelley-Odipo@scusd.edu](mailto:Kelley-Odipo@scusd.edu) **by October 18, 2019.**
- All **agendas, minutes, and sign-ins** should be emailed to Lisa Torres at [Lisa-Torres@scusd.edu](mailto:Lisa-Torres@scusd.edu) and Kelley Odipo at [Kelley-Odipo@scusd.edu](mailto:Kelley-Odipo@scusd.edu) after each SSC meeting.
- Properly composed SSCs and properly conducted elections for members during which teachers vote for teachers, other staff for other staff, parents for parents, and students for students (secondary schools).
- Hold SSC elections where there is a public nomination process. All nomination forms and ballots should be stored on site for 5 years.
- Update the SSC Membership page of your School Plan for Student Achievement (SPSA), ensuring that the SSC is properly composed **by October 31, 2019.**
- During meetings, all present Site Council members should sign-in as evidence of their attendance.
- School Site Council meeting agendas are created and posted 72 hours in advance of the meeting.
- School Site Council minutes of the meeting are taken indicating the agenda was followed and having some detail of discussion and record of the results of voting.
- School Site Council reviews the SPSA, school data and has discussion about progress and/or changes to the plan.
- Any changes to the SPSA and/or budget must be approved by SSC vote and detailed in the SSC minutes.

In addition to election materials, all SSC documents should be stored at the school site for 5 years.

Agenda and Minute templates, Election materials (also in Spanish), School Site Council composition information, and a School Site Council Essentials PowerPoint can be found at [www.scusd.edu/SSC](http://www.scusd.edu/SSC).

Please join us on October 1, 2019 at 5pm for the School Site Council training webinar! A recording of the webinar will be posted on the School Site Council website. See below for attendee information.

Attendee Information:

Meeting number (access code): 620 405 678

Meeting password: 12345

Date: Tuesday, October 1, 2019

Start Time: 5:00 p.m.

To join the meeting online go to:

<https://scusdtechnology.my.webex.com/webappng/sites/scusdtechnology.my/meeting/info/137055660883868052?MTID=m51a80074b172e6675a575b6b0fd0d1d0>

To join by phone:

Tap to call in from a mobile device (attendees only)

1-510-338-9438 USA Toll

To Join from a video system or application:

Dial [620405678@scusdtechnology.my.webex.com](tel:620405678@scusdtechnology.my.webex.com)

You can also dial 173.243.2.68 and enter your meeting number.

To Join using Microsoft Lync or Microsoft Skype for Business:

Dial [620405678.scusdtechnology.my@lync.webex.com](tel:620405678.scusdtechnology.my@lync.webex.com)