

**ALLIANCE
OUCHI-O'DONOVAN 6-12
COMPLEX**

**School Site Council
Training
September 19, 2017**

OUTCOMES

This presentation provides:

- 1. School Site Council (SSC) composition requirements**
- 2. Roles and responsibilities of the SSC**
- 3. Guidelines for conducting SSC meetings**

WHY FORM A SSC?



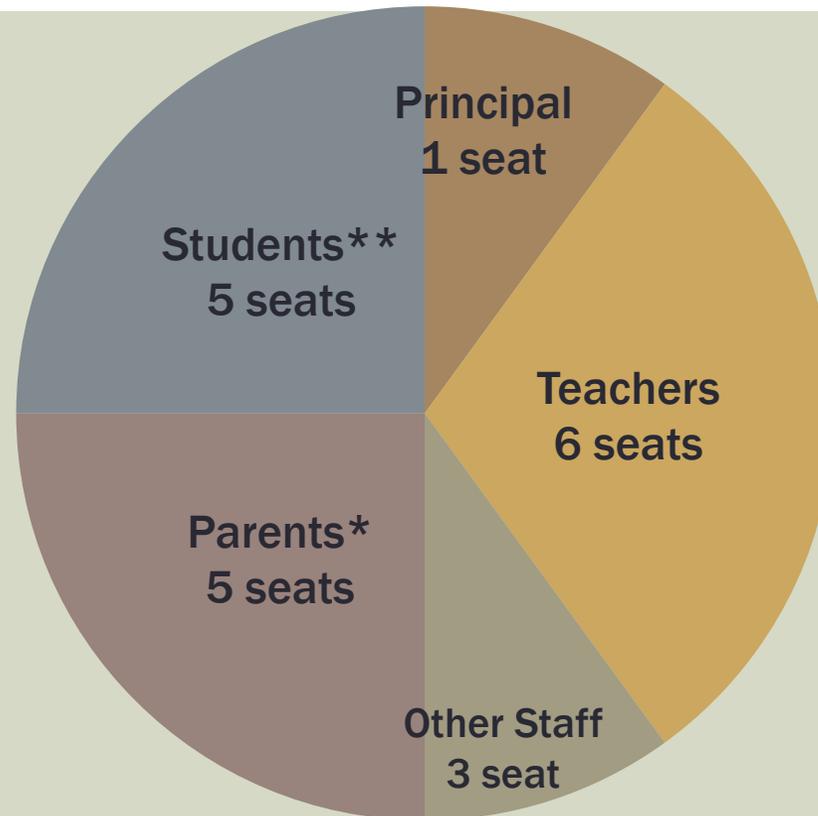
Schools are required to form SSCs when they receive categorical funding from the state and federal government.

California Education Code mandates that schools write a plan to describe how categorical money will be spent.

A representative group of stakeholders develops this plan and makes decisions on how to spend the money according to the plan. (ED Code 52852)

Secondary SSC Composition

Minimum 20 members



Teachers constitute the majority of school staff represented on the SSC

*Parents may vote to give up one or more of their seats to community members.

Roles and Responsibilities of the SSC

SSC Officer Roles

CHAIRPERSON

Organizes; Leads meetings
collaborates to develop agendas

VICE-CHAIRPERSON

Presides in the absence of the Chairperson; possible successor to Chair if stated in bylaws

SECRETARY

Records events and actions taken at meetings; Brings documents to meetings; signs/dates minutes

PARLIAMENTARIAN

Resolves questions of procedure, often with the help of "Robert's Rules of Order;" supports Greene Act/bylaws

Responsibilities of the SSC

Annually

review meeting operating procedures

review bylaws

develop an annual meeting calendar

Ongoing basis

become knowledgeable of state and local issues related to assessment, curriculum, and instruction

communicate regularly with representative stakeholder groups

may **appoint** committees to perform tasks to assist in developing, monitoring, and evaluating the SPSA

Primary Responsibility of SSC



A small part of monitoring the SPSA includes addressing how school funds should best be spent to meet students' academic needs.

But, the *primary responsibility* of the SSC is to monitor the effectiveness of the Single Plan for Student Achievement (SPSA) and suggest changes to the plan as necessary.

Single Plan for Student Achievement



SSC responsibilities include:

- **developing the Single Plan for Student Achievement (Ed. Code 52853, 64001)**
- **approving the Plan**
- **recommending it to the local governing board for approval**
- **monitoring its implementation**
- **evaluating the effectiveness of the planned activities *at least annually***

Source:

Guide to the Single Plan for Student Achievement
California Department of Education, February 2013

Guidelines for Conducting SSC Meetings

SSC Chairperson



Essentials



- Post the agenda 72 hours in advance (or 24 hours in advance in the case of an emergency meeting), specifying the date, time, location, and each item of business, especially if an action (vote) will be taken (Greene Act)
- Agenda must be posted inside and outside of the building where the meeting will take place in view of the public (Greene Act)
- Create sign-in sheets showing identification of stakeholders and officers
- Have all materials translated and interpretation service requested (Ed Code 48985)
- Have enough copies of the meeting materials available for the public upon request (Greene Act)
- Read/be familiar with SSC bylaws



Essentials

Follow the posted agenda, being sure to identify which items need action (a vote) (Greene Act)

- 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
- Follow agreed-upon operating procedures, clarifying with the Parliamentarian when necessary (e.g. *Robert's Rules of Order*)
- Do not alter minutes after the Council has approved them, making them an official record of the meeting
- Allow the public to address the Council on any matter within the jurisdiction of the Council during the Public Comments section of the agenda (Greene Act)

Conducting the Meeting

Call to Order

The meeting is first called to order. Second, members are welcomed. Next, roll call is taken. Finally, quorum is/is not established.

Quorum is the number of members that must be legally present in order to conduct business, *50% of the membership total + 1 member*

If a quorum is not present, the Chair waits until there is quorum, or until after a reasonable time, there appears to be no prospect that a quorum will assemble.



If quorum cannot be obtained, the Chair calls the meeting to order, announces the absence of a quorum, and entertains a motion to adjourn, recess, or have an informational meeting.

Motions

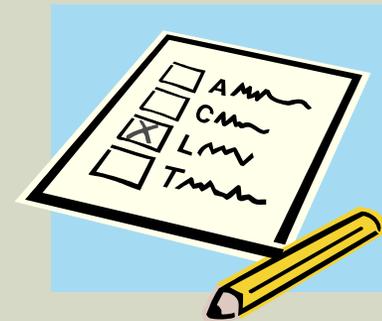
- Matters/Issues must be considered in order.
- Two types of motions: **main** and **subsidiary**. Both motions need a “second.”
- After a motion’s first reading, the Chairperson should inquire, “Is there any discussion?”
- The maker of a motion has the first right to speak and to amend it.

Main motion: brings business before the assembly. Main motions can only be made when no other motion is pending and must be directly related to the issue under consideration.

Subsidiary motion: assist in considering or rejecting a main motion (e.g. motions to postpone, refer to committee, table). Subsidiary motions must directly relate to the main motion.

Voting

- Agenda needs to indicate when an action/vote will occur, prior to posting of the agenda
- Chairperson should clearly announce the results of the voting
- Minutes should reflect number of votes in favor, against, and abstentions
- A tie vote is a “lost” vote because no majority was obtained



After the Meeting



- Complete signed and dated minutes *within a week of SSC approval*
- Maintain all records for 5 years
- Furnish copies of meeting minutes or any other Council document to members or the public upon request (Greene Act)
- Determine next meeting's agenda items
- Members take collective responsibility for their performance

NEXT STEPS FOR YOUR SCHOOL SITE COUNCIL

- Select officers
- Agree on by-laws
- Establish a calendar of meetings

Questions

Thank you!