# School Site Council

2006-2007 Training Module

For the

WCCUSD Single Plan for Student Achievement

# SSC Responsibilities

1.  School districts must assure "that school site councils have developed and approved a plan, to be known as the **Single Plan for Student Achievement (SPSA)** for schools participating in programs funded through the consolidated application process.

2.  School plans must be developed "with the review, certification, and advice of any applicable school advisory committees…"

# SSC Responsibilities- cont

3. Any plans required by programs funded through the Consolidated Application, the School and Library Improvement Block Grant, the Pupil Retention Block Grant, and NCLB Program Improvement must be consolidated into a single plan.

4. The content of the plan must be aligned with school goals for improving student achievement.

# SSC Responsibilities-cont

5. School goals must be based upon the NCLB AYP goals and "an analysis of verifiable state data, including the Academic Performance Index…and the English Language Development test…and may include any data voluntarily developed by districts to measure student achievement…"

6. The plan must address how Consolidated Application funds will be used to "improve the academic performance of all students to the level of the performance goals, as established by the Academic Performance Index…"

# SSC Responsibilities-cont

7. The plan must be "reviewed annually and updated, including proposed expenditures of funds allocated to the school through the Consolidated Application, by the school site council…"

8. Plans must be reviewed and approved by the governing board of the local educational agency "whenever there are material changes that affect the academic programs for students covered by programs" funded through the Consolidated Application.

# What is the WCCUSD SPSA?

- Its stated purpose is to "improve the academic performance of all students to the level of the performance goals, as established by the Academic Performance Index." The Academic Performance Index (API) is a rating of schools based on their performance on state academic assessments. The SPSA planning process and local compliance monitoring are directly related.

# The SSC Is Not:

- A School Management Committee
- A Policy-Making Body
- A Political Organization
- A Personnel Committee
- A Grievance Committee
- A Fund Raising Organization
- An Extension of the PTSA/PTA/PTO

NO

# Composition of the SSC

The school site council shall be composed of the principal and representatives of:

- teachers selected by teachers at the school;
- other school personnel selected by other school personnel at the school;
- parents of students attending the school selected by such parents;
- and, in secondary schools, students selected by students attending the school
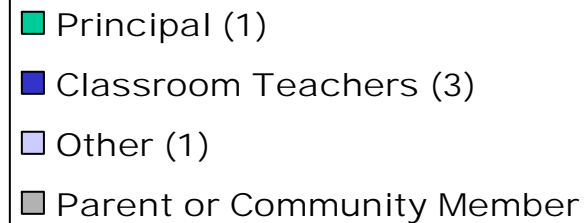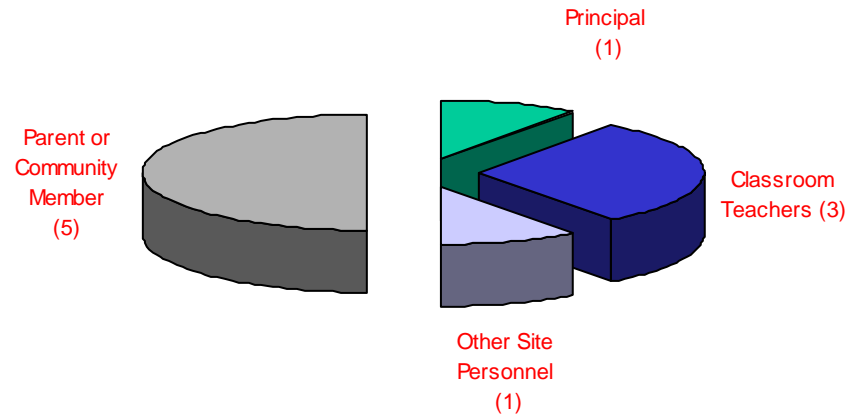
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# Elementary Composition

- Parent or community membership is equal to school staff membership.

- Classroom teachers must be in the majority of the staff side.

- "Other School Personnel" includes: other administrative positions, other non-classroom teacher positions, and all site classified personnel.

- Smallest council is composed of 10 members.
- Principal is the only non elected member of the SSC.
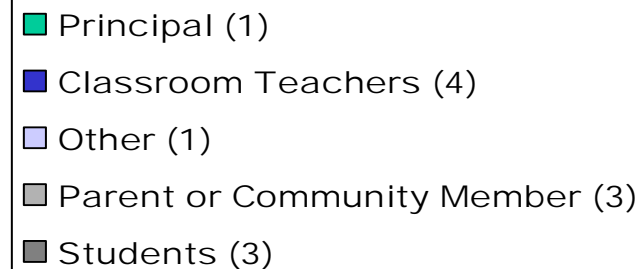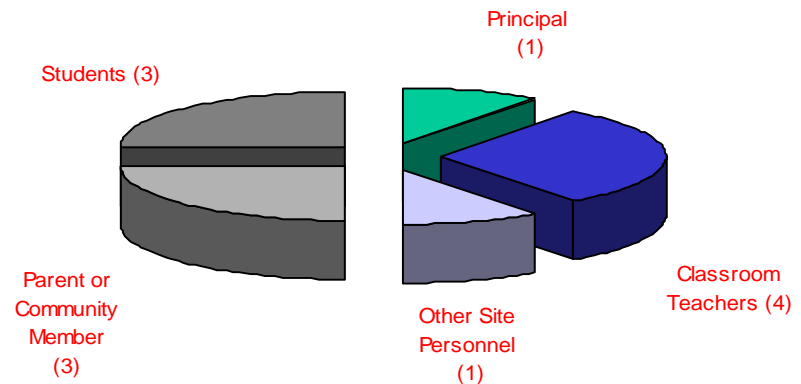
## Elementary SSC

Principal (1)

Parent or Community Member (5)

Classroom Teachers (3)

Other Site Personnel (1)

- Principal (1)
- Classroom Teachers (3)
- Other (1)
- Parent or Community Member

# Secondary Composition

- Parents or community members and students equally share ½ of the council.

- Classroom teachers must be in the majority of the staff side.

- "Other School Personnel" includes: other administrative positions, other non-classroom teacher positions, and all site classified personnel.

- Smallest council is composed of 12 members.
- Principal is the only non elected member of the SSC.

## Secondary SSC

Principal (1)

Students (3)

Parent or Community Member (3)

Other Site Personnel (1)

Classroom Teachers (4)

- Principal (1)
- Classroom Teachers (4)
- Other (1)
- Parent or Community Member (3)
- Students (3)

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# Election of SSC Members

- Members must be chosen by peers.
- No additional membership qualifications may be required.
- No seat on the school site council may be reserved for any group or individual.
- Membership in school site councils is determined by ballot

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# Election of SSC Officers

In order to conduct business effectively, the school site council should elect officers **once peer elections are completed**. Possible positions include:

- A chairperson/s
- A secretary to record actions taken at school site council meetings and keep school site council records
- A parliamentarian to resolve questions of procedure, often with the help of *Robert's Rules of Order* or similar guide
- Other officers as necessary to perform stated duties in support of the work of the school site council

# District Governing Board Responsibilities

- Approve or disapprove the Single Plan for Student Achievement and its subsequent revisions

- Certify that school plans are consistent with local improvement plans required for federal funding

# The School Principal Is:

1) Is a voting member of the council

2) Provides information and leadership

3) Administers the approved plan

# Equal Power

- No SSC member can have veto power
- No SSC member can vote more then once
- All votes are equal

# Rules of Order

**The council must observe the Greene Act:**

1)    Meetings must be open to the public

2)    The public may address the council on any item _within jurisdiction of the council._

3)    Notice of the meeting must be posted at the school site or other accessible place at least 72 hours before the meeting.

4)    The notice must specify the date, time, and place of the meeting and the agenda.

5)    The school site council cannot act on an item not described on the posted agenda unless, by unanimous vote, it finds a need for action unknown when the agenda was posted.

# Rules of Order -Cont

6) Questions and brief statements of no impact on students or employees that can be resolved by providing information need not be described on the posted agenda.

7) If these procedures are violated, upon demand of any person, the school site council must reconsider the item at its next meeting, after allowing for public input on the item.

**HB-10**

# Quiz Question #1

# True or False?

A 2/3 vote is required by the SSC for an action item to pass.

## False

A simple majority is required unless bylaws specify differently.

# SSC Bylaws

**While not required in the statute, bylaws guide the council beyond the Greene Act requirements.**

**SSC bylaws should specify:**

1) **Means of selecting members and officers**

2) **Terms of office of members and officers**

3) **Notice of elections for each peer group**

4) **Responsibilities of the council**

5) **A policy of non-discrimination**

6) **SSC Composition**

7) **Voting process**

# SSC Records

The school site council needs to maintain records of the following:

- Elections
- Official correspondence
- Agendas of school site council meetings
- Evidence of input from school advisory committees
- Minutes of meetings, recording attendance, discussions, recommendations, and actions
- Copies of prior year school plans
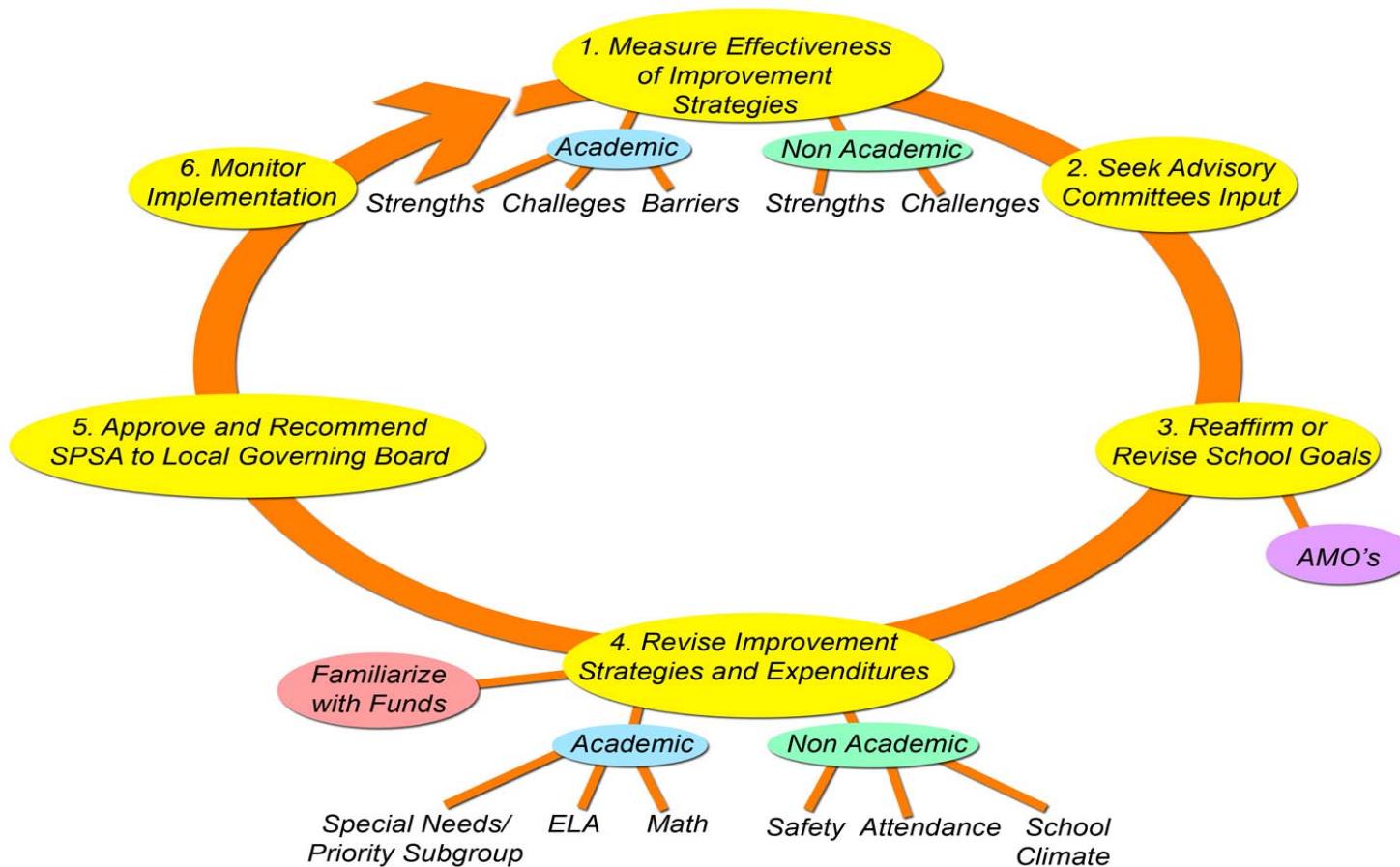- SSC records should be filed in a secure place and made available to the SSC and public

# Six Steps for Developing the WCCUSD SPSA

*The purpose of the SPSA is to raise the academic performance of all students to the level of state achievement standards.*

# WCCUSD SPSA Process

# Step One

**Measure the Effectiveness of Current Improvement Strategies**

- Analyze Student Academic Data
  - Strengths
  - Challenges
  - Barriers
- Analyze Non Academic Data
  - Strengths
  - Challenges

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# Academic Areas

- English Language Arts
- Math
- Science
- Special Needs/Priority subgroups:
  - Educationally Disadvantaged Youth
  - Extended Learning (T-I schools required)
  - Special Education
  - Gifted and Talented
  - English Learners
  - Others

# Too much Education Lingo

- Know your tests and what they mean
- Know your acronyms

# Non Academic Areas

- Attendance
- Safety
- School-wide climate

# School Accountability Report Card

- All SSCs will receive a copy of their SARC
- It contains lots of information that may be helpful to you.

# Barriers

❖ Staffing

❖ Facilities maintenance and capacity Safety

❖ Materials availability

❖ Technology

❖ Fiscal support

❖ Compliance support

❖ Curriculum and instruction support

❖ Other

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# SSC with ELAC Delegation
# In Step One

- Must review English learner Data
- Must review English learners attendance pattern
- May review the R30 Language Census

# Step Two

## Seek Input from Advisory Committees and School Community at-large

❑The comprehensive needs assessment will support you in getting information from the community at large.

❑Holding a special meetings for all advisory groups to attend.

❑Completing the Stakeholder Involvement Frame (Sample Form C on page 29)

# School Advisory Committees

The SPSA must be developed with the advice, review, and certification of any applicable school advisory committees who have the responsibility to advise the school on the special needs of students and on ways the school may meet those needs. Such groups include:

❑ English Learner Advisory Committee
❑ Gifted and Talented Education Advisory Committee. All required advisory committees have responsibility to advise.

# SSC with ELAC Delegation
# In Step Two

- Must ensure that needs assessment has questions regarding English learners

# SSC Input Request

- From time to time the district may ask SSC members for input on issues that impact policy or other administrative issues.

- We encourage your participation

# Step Three

**Reaffirm or Revise School Goals**  (AYP)

WCCUSD must abide by No Child Left Behind  Adequate Yearly Progress (AYP) Annual Measurable Objectives (AMOs) (Sample Forms F-G on page 34).
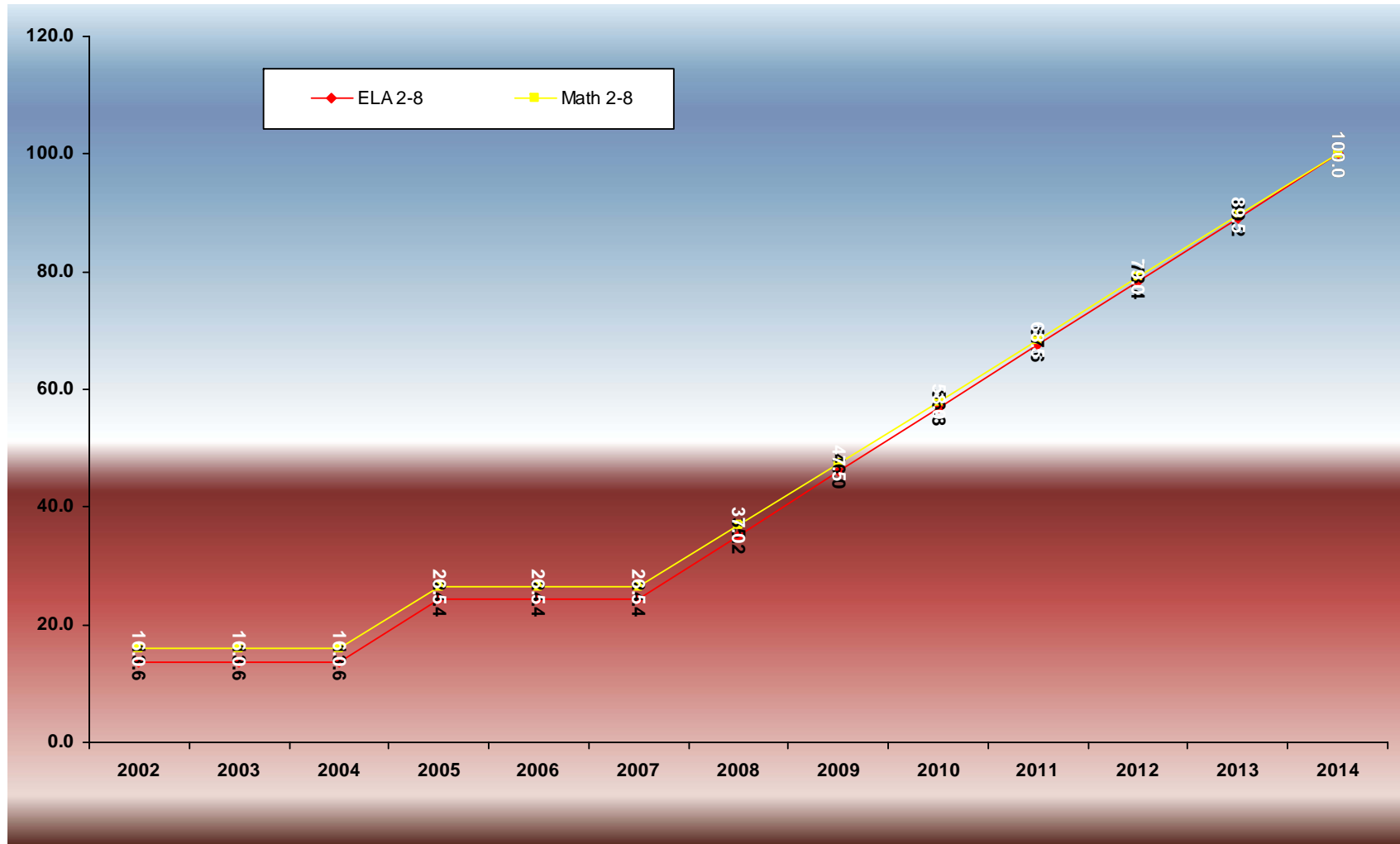
Establish your Prioritized Objectives
-Academic
-Non Academic
(Sample Forms D-E on page 32).

Prioritized the areas of need and /or the areas of strength depending on what will help the school meet the needs of students.
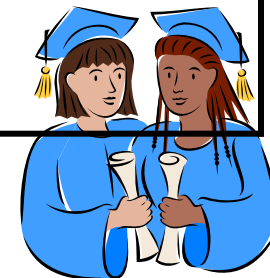
# Annual Measurable Objectives
# Grades 2-8: CST

# Step Four

## Revise Improvement Strategies and Expenditures

(Sample Forms H-M, on page 36, and form P on page 56).

| Academic Strategies | Non Academic Strategies |
|---|---|
| •English Language Arts (ELA) (sample ELA and Math)<br><br>•Math<br><br>•Science<br><br>•Special Needs/Priority Subgroups | •Safety<br><br>•Attendance<br><br>•School Climate |

# Committees Appointed by the SSC

The school site council may appoint committees or individuals to perform tasks to assist the Council in developing, monitoring, or evaluating the SPSA. Such appointed groups may:

- Gather and analyze information
- Propose strategies for improving instruction
- Examine materials, staffing, or funding possibilities
- Draft portions of the SPSA for school site council consideration

# Example
# ANYTOWN Elementary SCHOOL 06-07

**English Language Arts:**

Our goal for 2006-07 is that **29.4% of all students** and all **numerically significant subgroups** will be proficient in ELA.  This goal is based on the NCLB AYP target of 24.4% proficient, plus the additional 5% District level requirement.
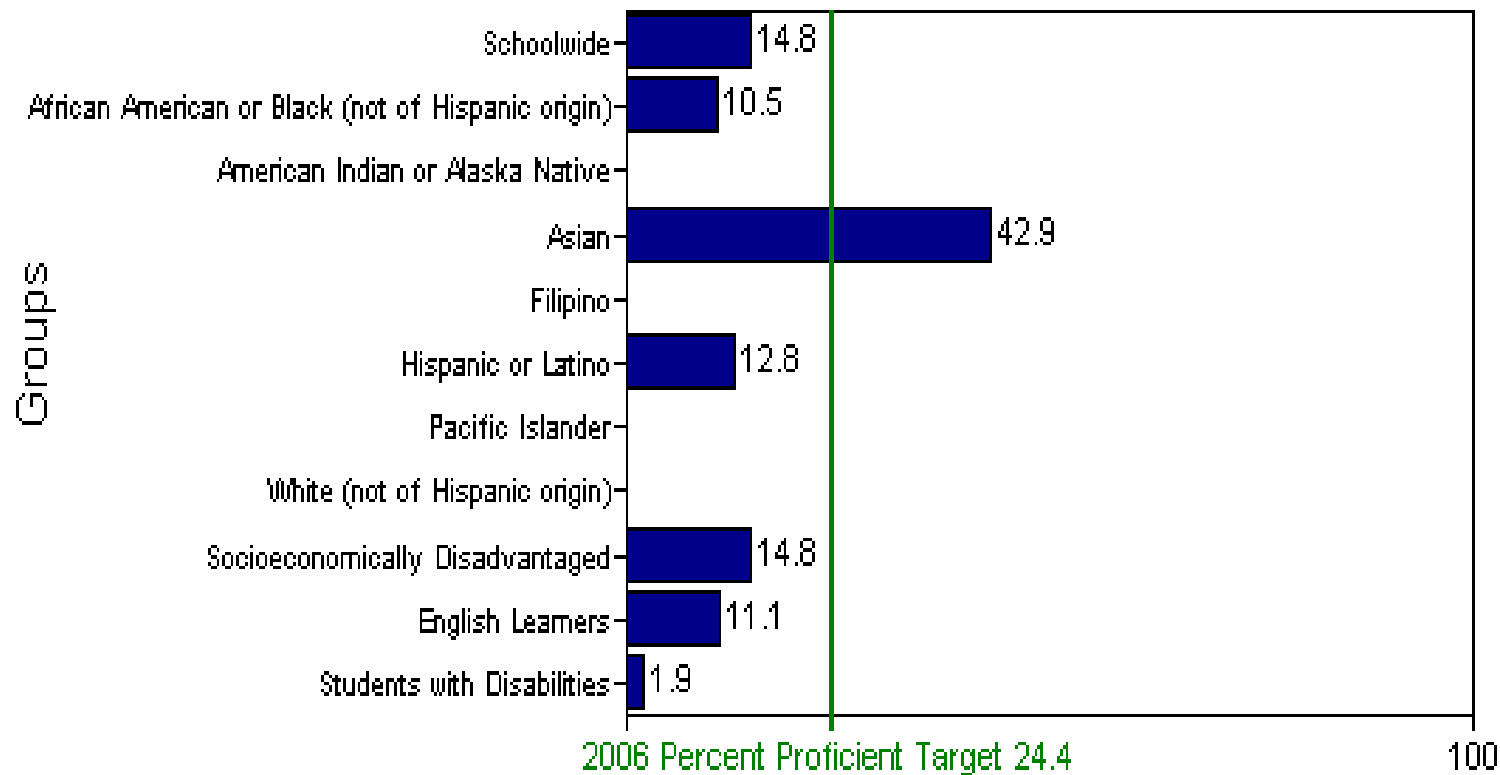
**Math:**

Our goal for 2006-07 is that **31.5% of all students** and all **numerically significant subgroups** will be proficient in math.  This goal is based on the NCLB AYP target of 26.5% proficient, plus the additional 5% District level requirement.

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# English Language Arts



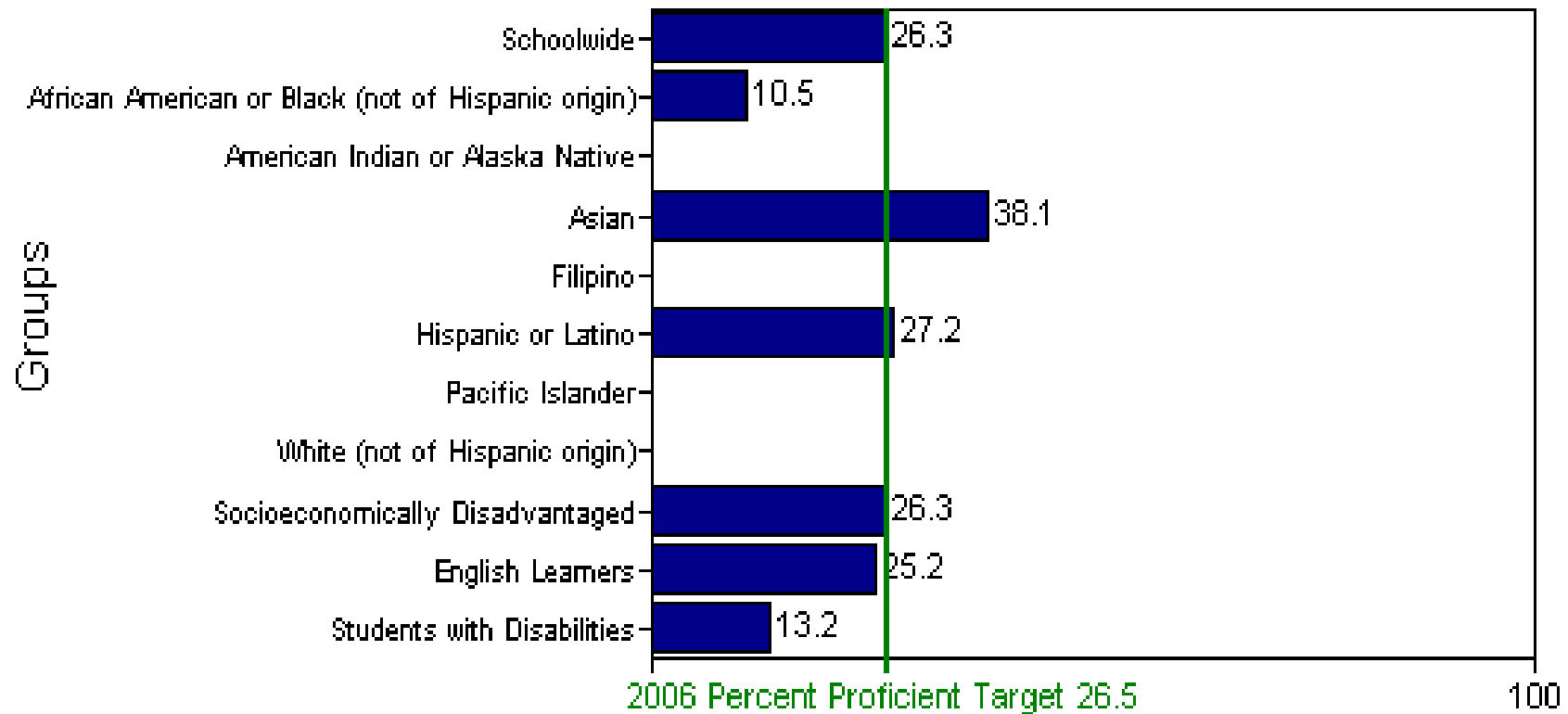English-Language Arts - Percent At or Above Proficient

# Math



Mathematics - Percent At or Above Proficient

# Example
# ANYTOWN Elementary SCHOOL 06-07
# (who has met AYP goals)

## English Language Arts:

We have met the 2006-07 school-wide NCLB and District target AYP goal for ELA of **29.4%.** We have established the following goal :
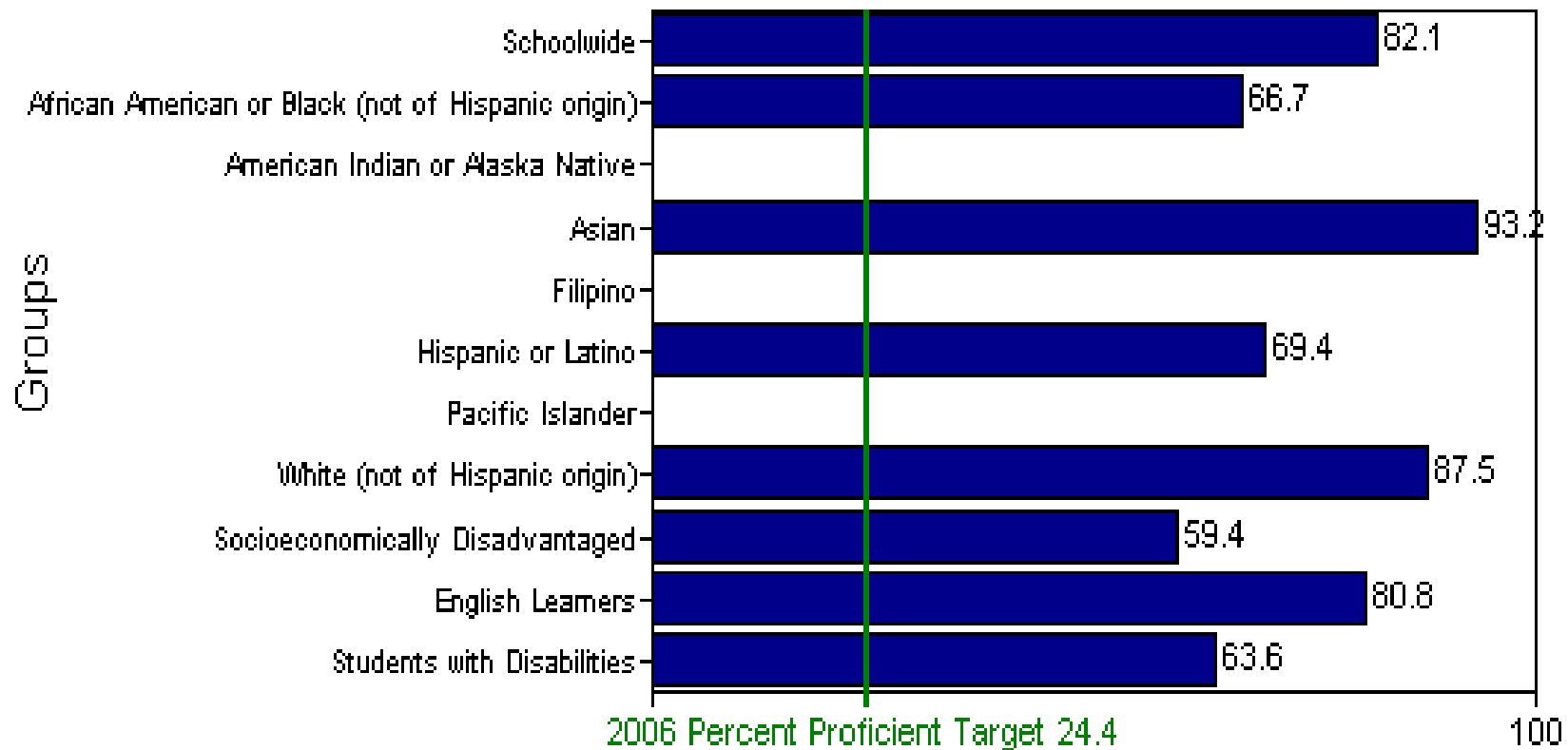
## Math:

We have met the 2006-07 school-wide NCLB and District target AYP goal for Math of 31.5%. We have established the following goal
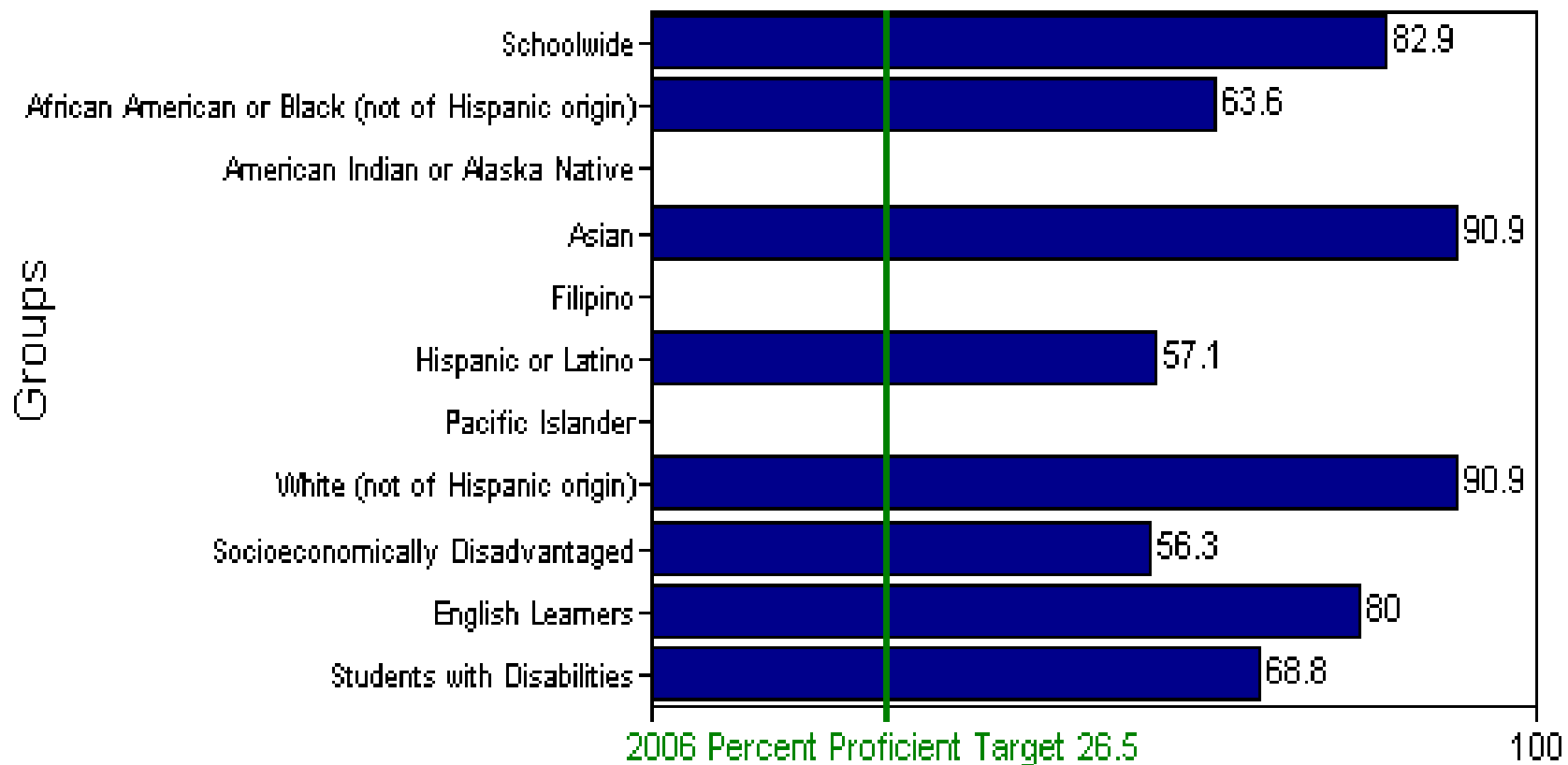
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# English Language Arts



English-Language Arts - Percent At or Above Proficient

| Groups | Percent |
|---|---|
| Schoolwide | 82.1 |
| African American or Black (not of Hispanic origin) | 66.7 |
| American Indian or Alaska Native | |
| Asian | 93.2 |
| Filipino | |
| Hispanic or Latino | 69.4 |
| Pacific Islander | |
| White (not of Hispanic origin) | 87.5 |
| Socioeconomically Disadvantaged | 59.4 |
| English Learners | 80.8 |
| Students with Disabilities | 63.6 |

2006 Percent Proficient Target 24.4                          100

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# Math



Mathematics - Percent At or Above Proficient

| Groups | Percent |
|--------|---------|
| Schoolwide | 82.9 |
| African American or Black (not of Hispanic origin) | 63.6 |
| American Indian or Alaska Native | |
| Asian | 90.9 |
| Filipino | |
| Hispanic or Latino | 57.1 |
| Pacific Islander | |
| White (not of Hispanic origin) | 90.9 |
| Socioeconomically Disadvantaged | 56.3 |
| English Learners | 80 |
| Students with Disabilities | 68.8 |

2006 Percent Proficient Target 26.5                    100

# Step Five

❑After appropriate advisory committees have reviewed the proposed WCCUSD SPSA, the SSC must approve it at a meeting for which a public notice has been posted. Use The SSC Recommendations and Assurances Form (Sample Forms S, page 59).

❑ The SPSA may not be operated without SSC and Governing Board approval.

# Step Six

**The SSC must monitor the effectiveness of planned activities and modify those that prove ineffective.** (Sample Form V on page 62).

# SSC with ELAC Delegation
# In Step Six

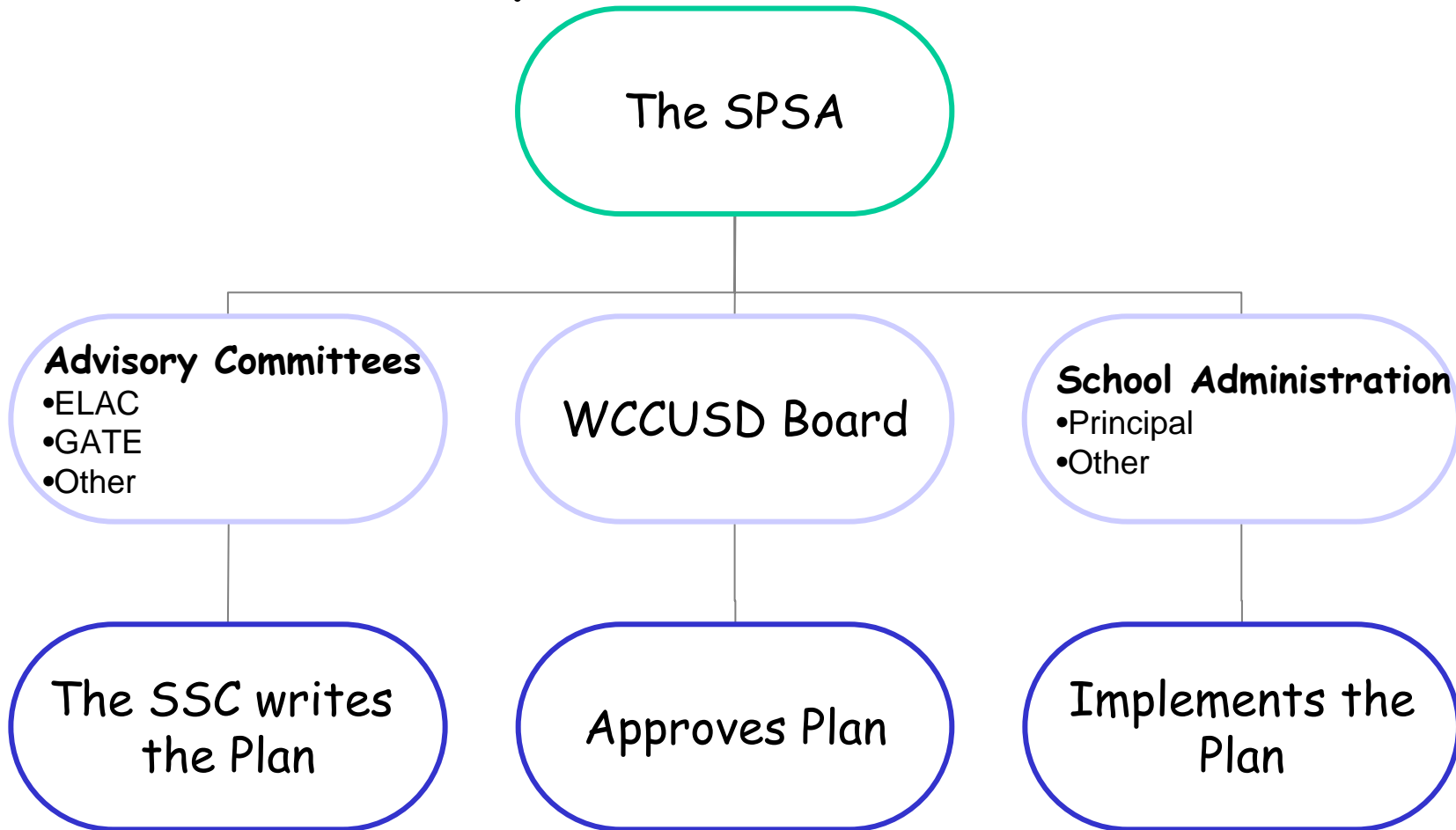- Must review the R30 Annual Language Census

# Form V- Page 62

| School: | Report Completion Date: |
|---|---|
| **Prioritized Objective:** | **Strategy:**<br><br>Academic      Non-Academic |
| **Has strategy been implemented?**<br><br>Not implemented     Partially implemented Fully implemented<br><br>Reasons implementation was incomplete or did not occur: | **Has this strategy had impact?**<br><br>Yes         No<br><br>What evidence do you have that this strategy was effective in improving student achievement?  Be specific and include data information. |
| **Total monies expended for this strategy:**<br>$<br><br> Title I   Title I Parent Inv.   SLIB   HPSG       LEP ELAP   Other | **Suggested adjustments or recommendations:**<br><br>Recommend continuation in 2007-08?  Yes  No |

**Principal Signature:**_____ **Date:**_____
**SSC Chair Signature:**_____ **Date:**_____

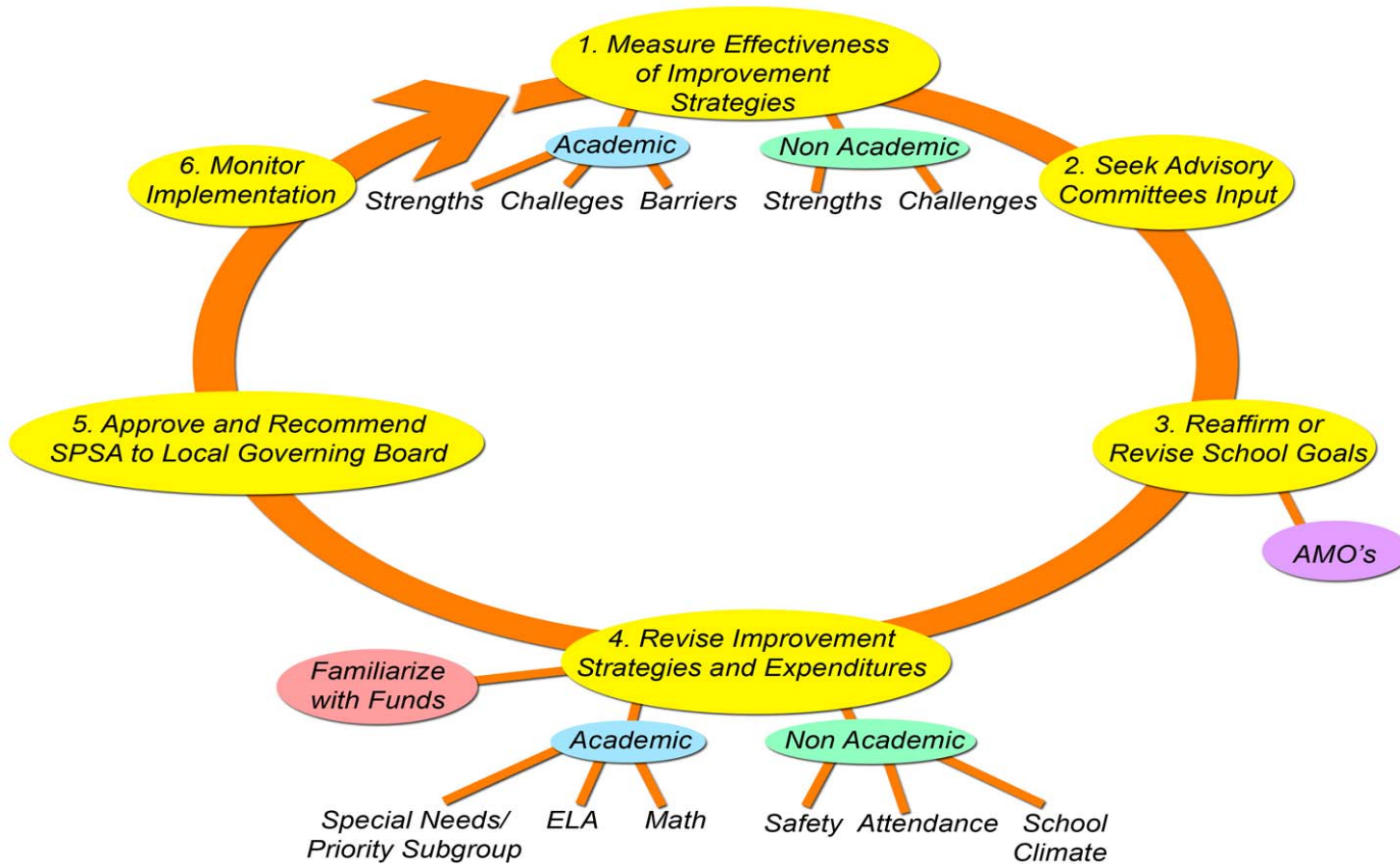# Roles and Responsibilities for the SPSA

The SPSA

**Advisory Committees**
•ELAC
•GATE
•Other

WCCUSD Board

**School Administration**
•Principal
•Other

The SSC writes the Plan
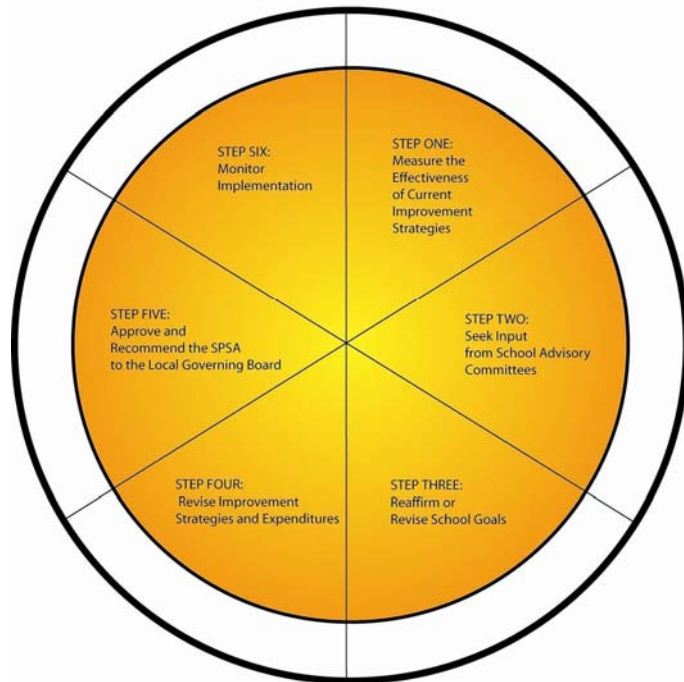
Approves Plan

Implements the Plan

# WCCUSD SPSA Process
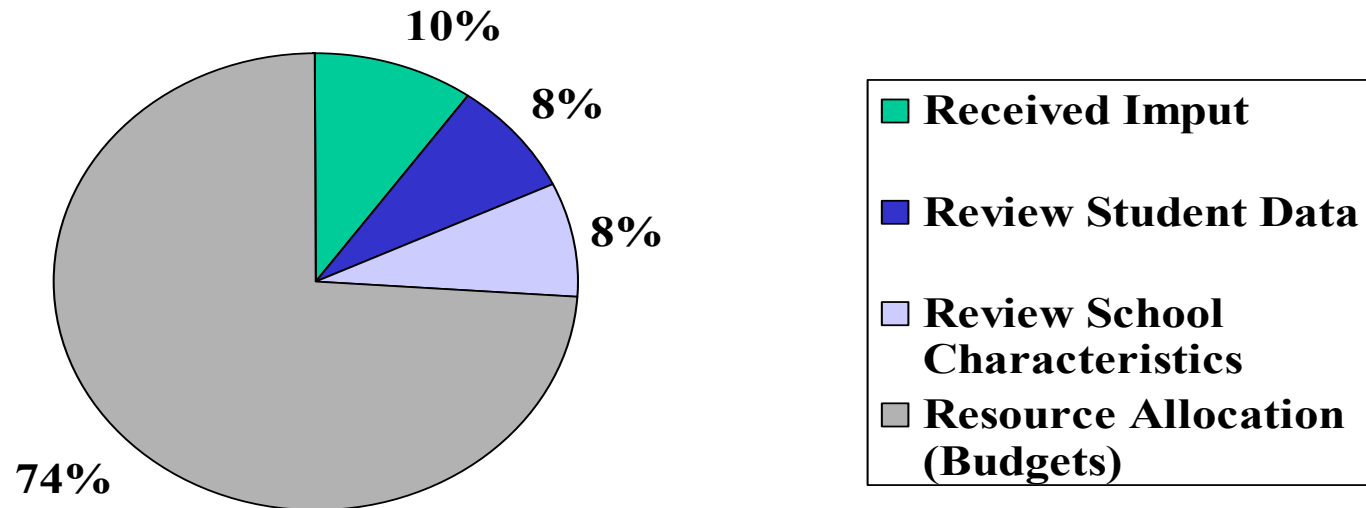
# SSC Minutes Analysis



What Did We Do Last Year?
SSC Minutes Analysis

- Review graph of 05-06 minutes

- Identify how you spent most of your time.

- What are the gaps?

# Was most of your time on Budget Approval?



- Received Imput — 10%
- Review Student Data — 8%
- Review School Characteristics — 8%
- Resource Allocation (Budgets) — 74%

Sample analysis from a WCCUSD School (7 sets of minutes)

# What are two things you can do this year to improve as an SSC

# Meeting Evaluation

How did we do?

**+**

**What Worked?**

**Δ**

**What Needs to Change**

# Contact Information

**Marin Trujillo**

**Community Engagement Coordinator**

**510-231-1100 x 23331**