

AGENDA

1. SSC Roles and Responsibilities
2. SSC Minutes Evaluation
3. SSC Action Plan 05-06
4. Reviewing Data
5. Meeting Evaluation

School Site Councils Roles and Responsibilities



SSC Responsibilities

(HB-6)

1. *School districts must assure "that schoolsite councils have developed and approved a plan,*
2. *School plans must be developed "with the review, certification, and advice of any applicable school advisory committees..."¹*
3. *Any plans required by programs funded through the consolidated application must be consolidated into a single plan.[\[1\]](#)*

(Education Code Section 64001/)

SSC Responsibilities- cont

(HB-6)

4. The content of the plan must be aligned with school goals for improving student achievement.
5. School goals must be based upon “an analysis of state data, including API and English Language Development test, and may include any data developed by districts.

SSC Responsibilities-cont

(HB-6)

6. The plan must address how Consolidated Applications fund will be used to “improve academic performance of all pupils to the level of the performance goals, as established by the API
7. The plan must be “reviewed annually and updated, including proposed expenditures of funds allocated to the schools through consolidated application, by the schoolsite coun

SSC Responsibilities-cont

(HB-6)

8. The Plan 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.
{EC 64001(g)}

Title I Parent Involvement Requirements (HB-4)

Written *parental involvement policy*, developed with parents, that specifies that the school will:

- Convene an *annual meeting* to explain the Title I program
- Involve parents in an organized, ongoing, and timely way, in *planning, review and improvement* of the Title I program (This will be accomplished through the SSC.)
- Provide timely information to parents about the Title I program

School-Parent Compact, developed with parents, that describes:

- The school's responsibility for providing a high-quality curriculum
- Ways parents will support their children's learning
- The importance of ongoing communication between teachers and parents.

The SSC Is Not:

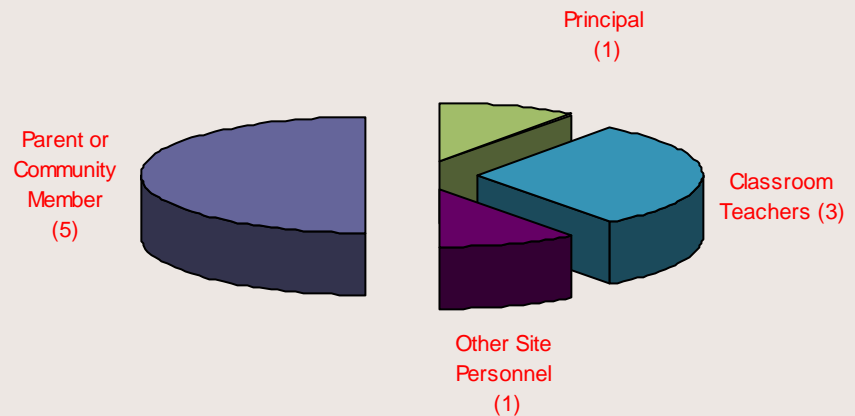
- A School Management Committee
- A Policy-Making Body
- A Political Organization
- A Personnel Committee
- A Grievance Committee
- A Fund Raising Organization
- An Extension of the PTSA/PTA/PTO
- A Social Group

(HB-5)

Elementary Composition- HB-11

- 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.

Elementary SSC



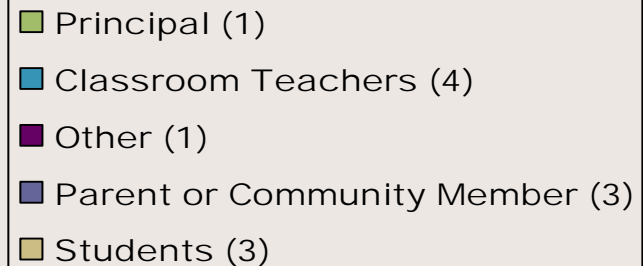
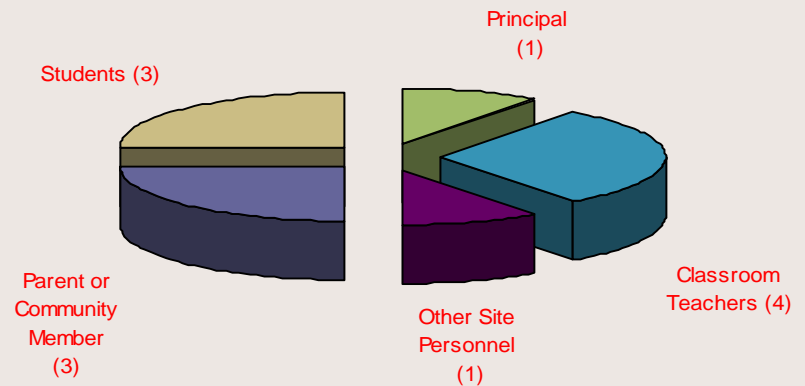
- Principal (1)
- Classroom Teachers (3)
- Other (1)
- Parent or Community Member (5)

Secondary Composition

HB-11

- Parents or community members and students equally share $\frac{1}{2}$ 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.

Secondary SSC



Advisory Committees Responsibilities

- Advises the SSC on special needs of students
- Reviews the Plan
- Certifies Involvement

(Education Code Section 64001/ HB-9)

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

(HB-9)

District Office Responsibilities

The district office provides:

- Assessment data
- Information on standards & curriculum
- Guidance and assistance in the development of the plan
- Staffing, purchasing and accounting services

(HB-9)

Selection of SSC Members

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

(HB-12)

The School Principal

- 1) Is a member of the council
- 2) Provides information and leadership
- 3) Administers the approved plan
- 4) The principal may not veto council decisions or change the approved plan.

(HB-12)

Committees

The council may appoint committees to:

- 1) Gather and analyze information
- 2) Propose strategies for improving instruction
- 3) Examine materials, staffing, or funding
- 4) Draft portions of the plan for consideration

(HB-12)

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
- 3) Meeting notice posted 72 hours in advance
- 4) Notice must specify date, time and place
- 5) Council action limited by the posted agenda
- 6) Questions or information need not be on the agenda
- 7) Violations require the item to be reconsidered at the next meeting after public input

(HB-13)

Bylaws

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

(HB-13)

Records

The council needs to maintain records of:

- 1) Elections
- 2) Official correspondence
- 3) Agendas and minutes of meetings
- 4) Evidence of advisory group input
- 5) Prior year school plans

(HB-13)

Essential Information

The council needs information:

- 1) Input from advisory groups
- 2) School allocations from Consolidated Application
- 3) Local board policies
- 4) State and federal requirements
- 5) Sources of information on programs
- 6) Student performance data
- 7) The school's program of instruction

(HB-14)

Cycle of Plan Development

The Single Plan is a continuous cycle:

- 1) Select and train council members
- 2) Obtain input and analyze student data
- 3) Develop the plan and related expenditures
- 4) Obtain governing board approval
- 5) Monitor and evaluate
- 6) Amend the plan as needed

(HB-15)

FUNCTIONS OF SCHOOL PLAN DEVELOPMENT AND IMPLEMENTATION (HB-5)

Schoolsite Council

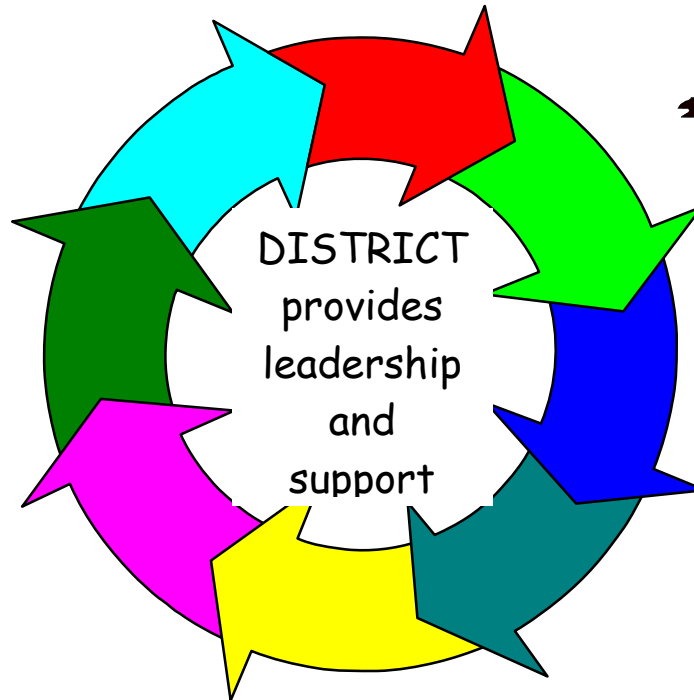


Develops & monitors the Plan

School Advisory Groups



Advise the schoolsite council



Governing Board



Approves or disapproves the Plan

District/School Administrative Team



Implements the Plan

Developing the Plan

The SSC takes the following actions in developing a Single Plan for Student Achievement



Single Plan Requirements

The schoolsite council:

Develops and approves the plan,

Consolidates plans for all programs operated at school

Aligns plan with school goals

Bases school goals on verifiable state data

Decides how funds will be used to improve academic performance

Annually updates plan and budget

The local governing board approves the plan

(HB-15)



1. Obtain Input



The SSC is responsible for the contents of plan, with the review, advice and certification of all applicable advisory committees.

The council should seek the widest communication with students, parents, staff and community to ensure success of the plan.

(HB-15)

Certification of Advisory Committee Input

The SSC may wish to document the following actions:

- Request for advice from advisory committee(s)
- Consideration of advice at SSC meeting
- Sharing draft plan with advisory committee(s)
- Consideration of additional advisory input
- Sharing final draft with Advisory committees(s)
- Recommendation of plan to local governing board

Note: if advisory committee refuses to certify input, the local governing board decides whether to approve or send plan back to SSC for revision.

(HB-15-16)

2. Review School Characteristics

- School Vision and Mission
- School Profile
- School Demographics
- School Accountability Report Card



(HB-17-18)

3. Analyze Local Practices

- Alignment of instruction to standards
- Regular and categorical programs
- Use of assessments and student work
- Locus of low performance
- School and community barriers
- Limitations of the current program

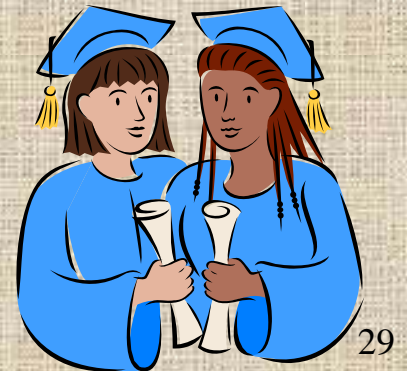
(HB-17)



4. Analyze Student Performance

- Academic Performance Index (API)
- Performance by content clusters
- California Standards Test (CST)
- English Language Development Test
- Local Measures
- Student work by all student groups

(HB-18)



5. Establish School Goals

The SSC must:

- Establish school goals for improving student achievement, based on their analysis of state and local academic performance data;
- Establish expected gains for under-performing student groups;
- Align activities with school goals.

(HB-18)

6. Review Available Resources

- School allocations as given in the Consolidated Application
- Other school programs the SSC chooses to include
- Resources provided by the district
- Community resources

(HB-18-19)



7. Select Specific Improvements

The council must:

- Align content of the Single Plan with school goals for improving student achievement.
- Determine how funds will be used to improve academic performance of all students (including English Learners, GATE, Special Ed, and Educationally Disadvantaged Youth) to the level of school performance goals.
- Include professional development

(HB-20)

8. Consider Centralized Services

- Centralized services are instructional or support activities performed by district staff from funds allocated to the school.
- Centralized services require the approval of the SSC, and must support the goals of the school plan.

(HB-21)

9. Recommend Plan to Local Governing Board

- The SSC must recommend the plan, expenditures and revisions to the Governing Board for approval
- Consolidated Programs may not be operated without SSC and Governing Board approval.

(HB-21)

10. Monitor Progress

The SSC must monitor implementation of the approved plan, and amend it as needed to insure targeted gains in student academic performance.



(HB-21)

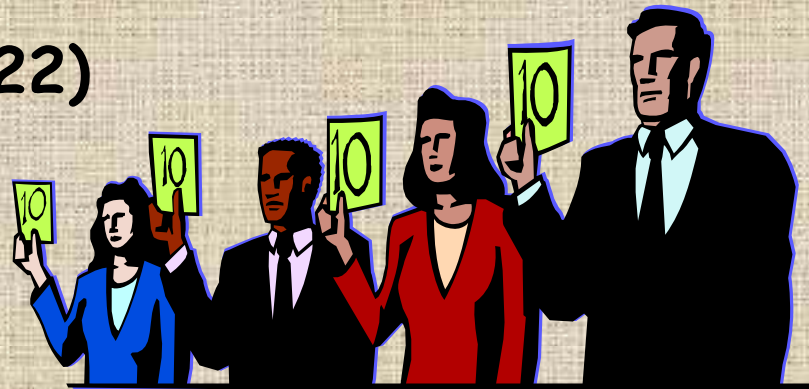
11. Evaluate Effectiveness of Planned Activities

The plan must:

- Establish the means of evaluating progress towards the school goals.
- Identify how state and federal law will be implemented

(Education Code Section 64001(g))

(HB-22)



12. Modify the Plan

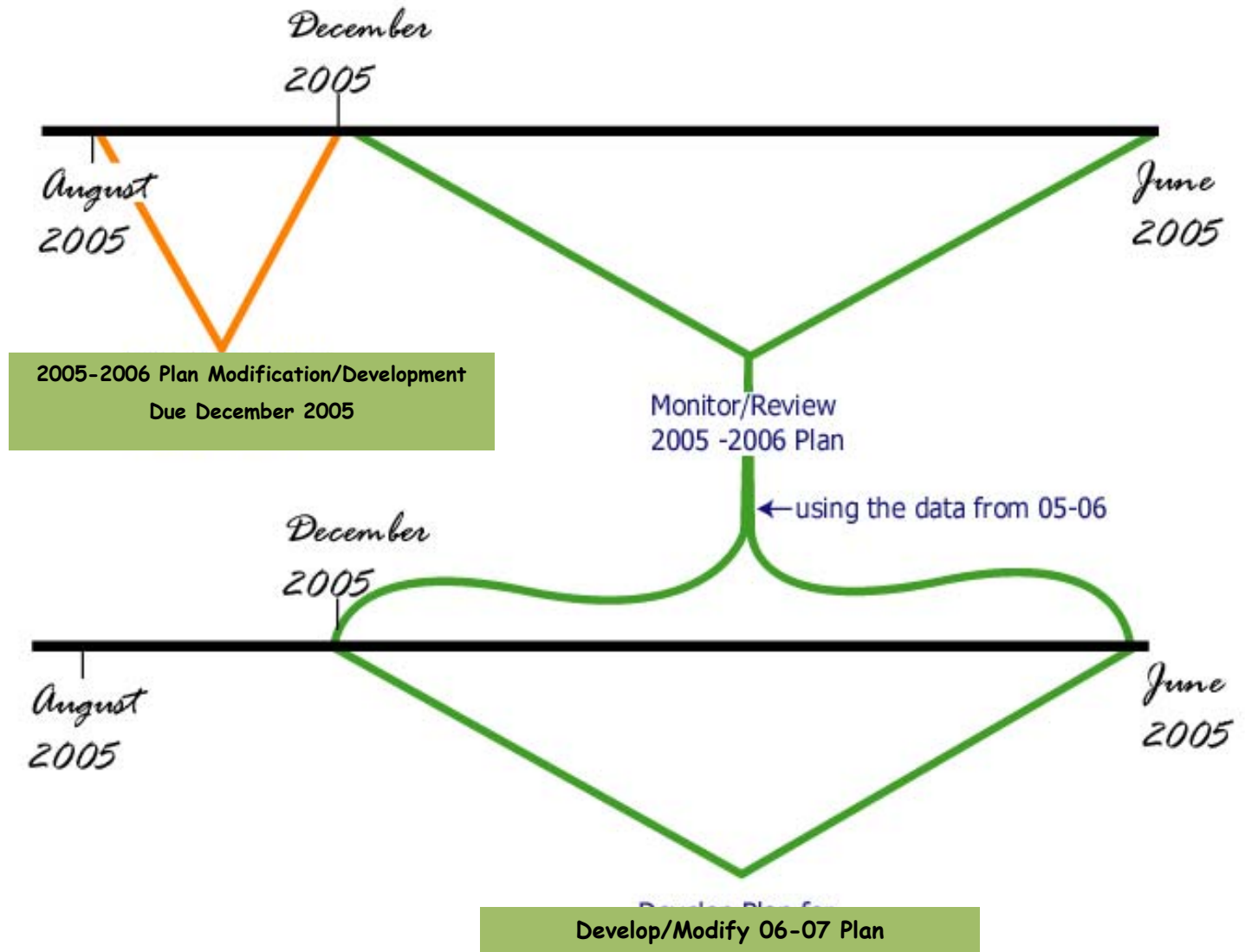
The Single Plan must be:

- Reviewed and updated at least annually with proposed expenditures
- Reviewed and approved by the local governing board
- Modified as needs indicate

(HB-22)



School Plan Time Line *a parallel process*



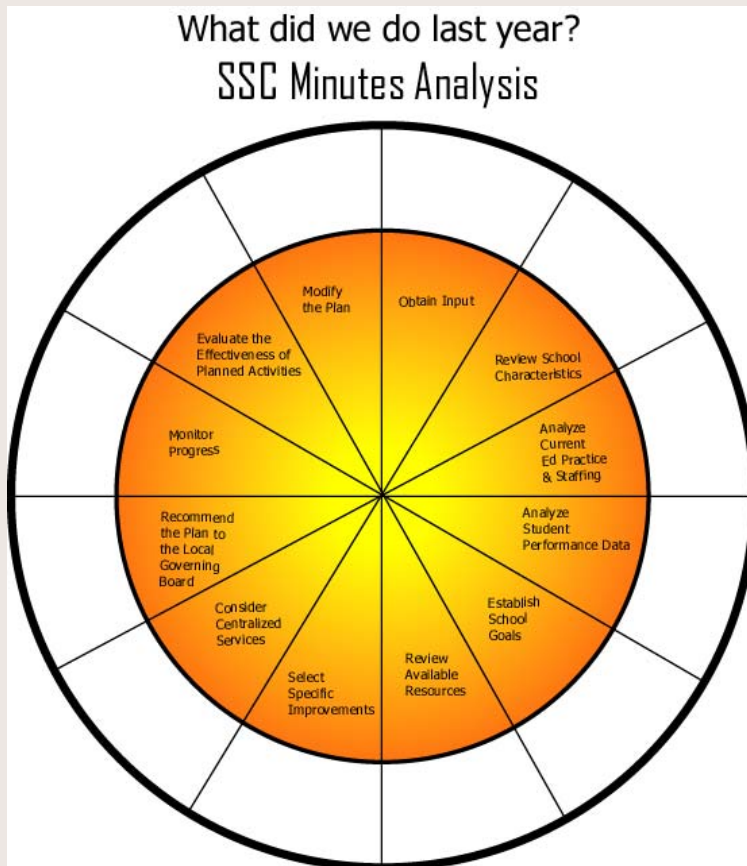
Effective Schoolsite Councils...

- **Focus on improving student achievement for all students;**
- **Maintain a high degree of collaboration;**
- **Provide opportunities for shared leadership;**
- **Demonstrate good problem solving skills;**
- **Allow for all members and the public to freely express their opinions and points of view;**
- **Recognize and respect the individuality and creativity each member brings to the team;**

Effective Schoolsite Councils...

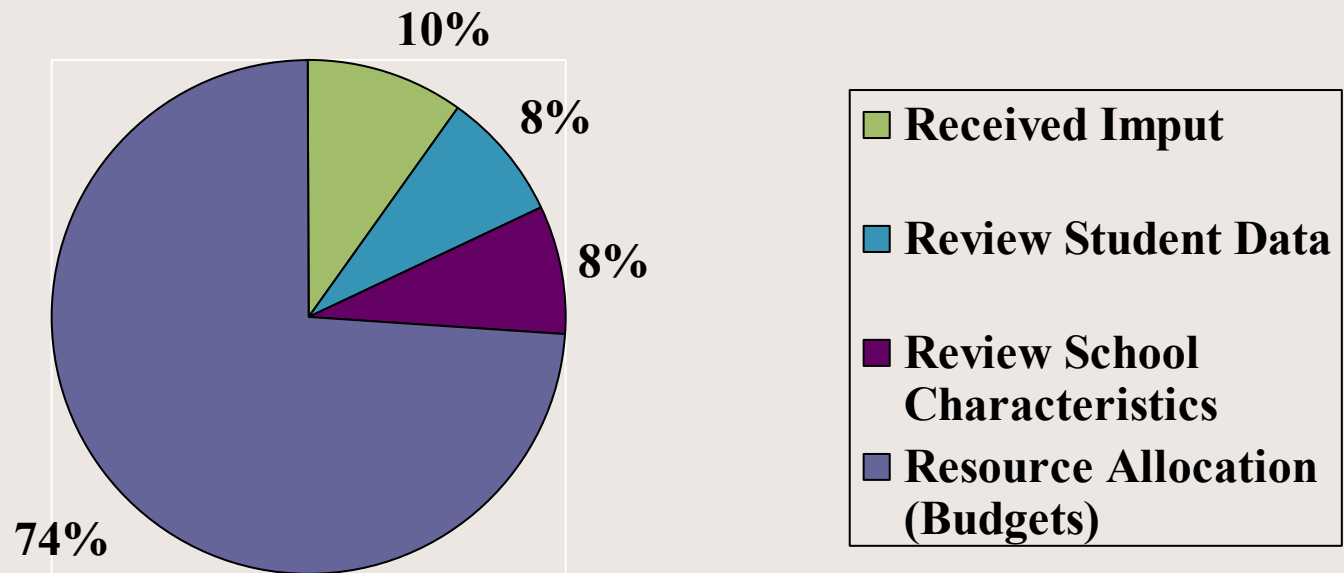
- **Come prepared with their materials and good ideas;**
- **Communicate with the larger school community about their progress;**
- **Encourage the use of good listening skills;**
- **Seek out information from broader school community; and**
- **Utilize a procedural guide (e.g., *Roberts' Rules of Order*) to assure that meetings are properly managed.**

SSC Minutes Analysis



- Review the minutes from 04-05
- Identify how you spent most of your time.
- What are the gaps

Was most of your time on Budget Approval?



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

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



ANYTOWN SCHOOL

2004-2005 GOALS

English Language Arts:

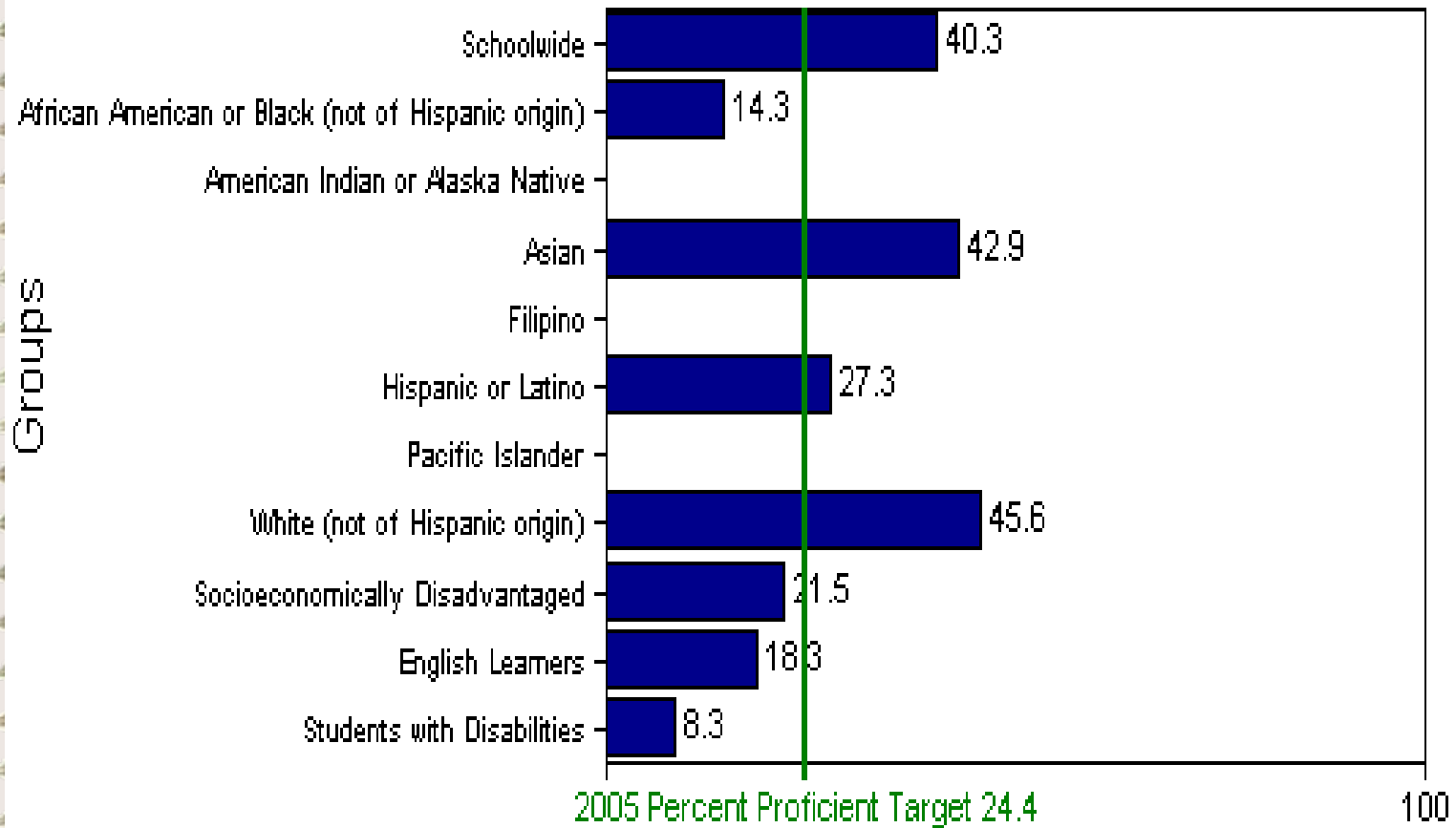
At least 24.5% of Anytown School students will score proficient and above in English Language Arts as measured by the CST.

Math:

At least 26.5 % of Anytown School students will score proficient and above in Math as measured by the CST.

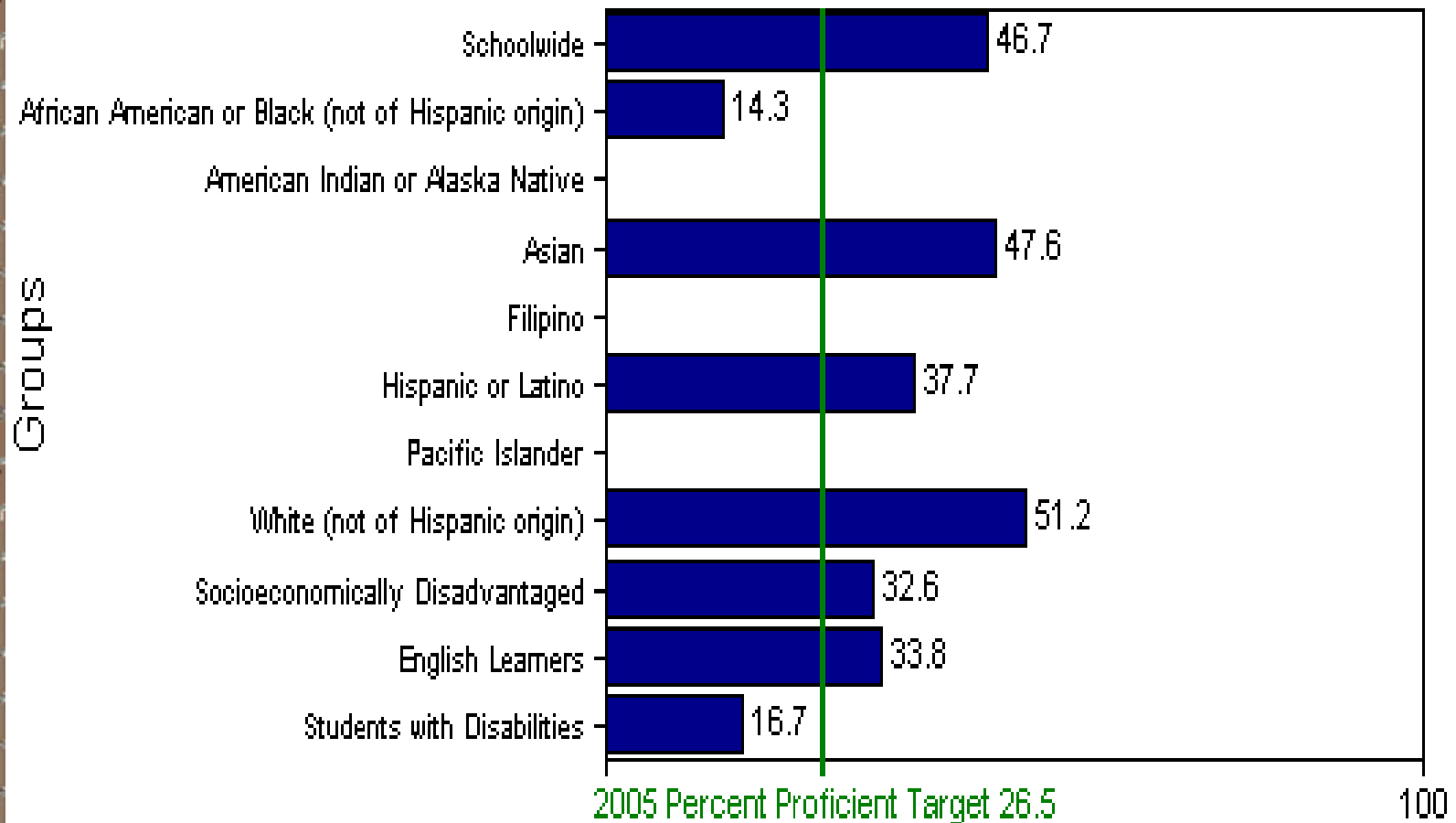
English Language Arts

English-Language Arts - Percent At or Above Proficient



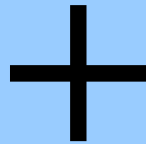
Math

Mathematics - Percent At or Above Proficient



Meeting Evaluation

How did we do?



What Worked?



What Needs to Change