



School Site Council
Leadership Meeting on School Plans
and Accountability Report Card
Fall 2021

- Roles and Responsibilities of the School Site Council
- Link to Legal Requirements and Resources for Each School Plan and Accountability Report Card
- Steps for Developing and Completing Each Document

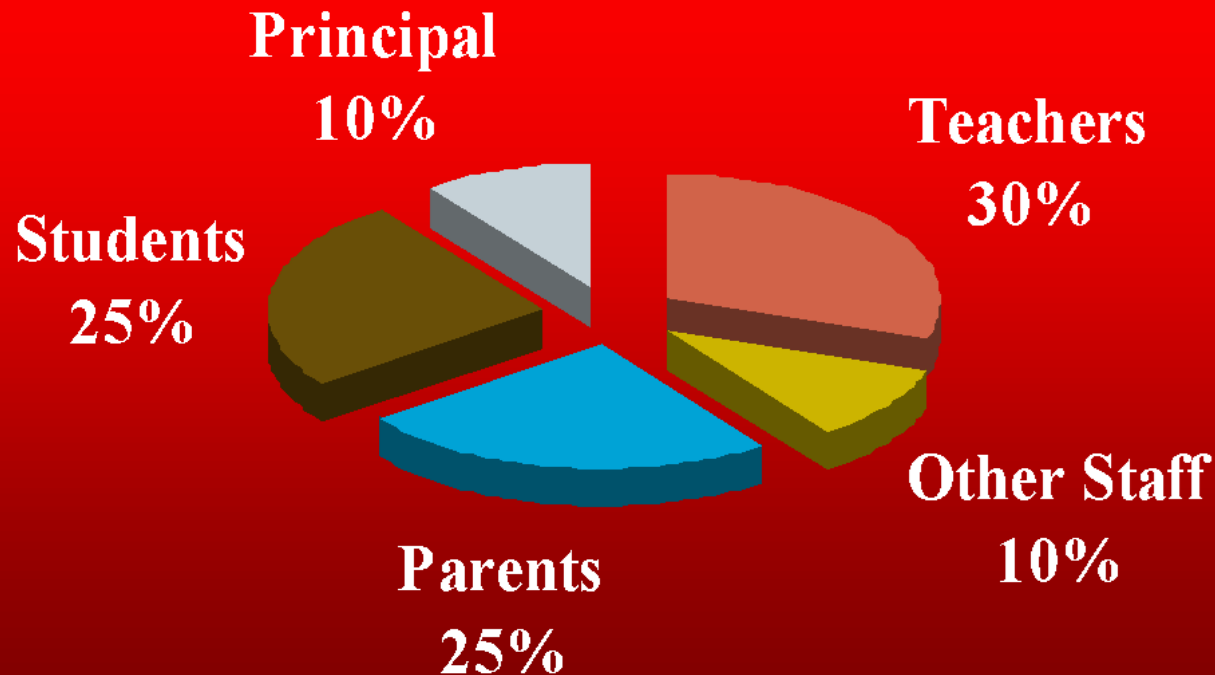
**Roles and
Responsibilities
of the
School Site Council**

School Site Council (SSC)

Composition and Roles

- The SSC is a group of people elected to represent parents, teachers, administration and other staff.
- Representatives are elected for a term of office set by the bylaws of the SSC.
- California Education Code 52852 requires the establishment of an SSC for schools receiving certain state and/or federal funds.
- Members are to be chosen by peers
- Membership in most School Site Councils is chosen by ballot
- Many districts elect members for a two-year term
- No membership qualifications are given in law

Composition of a Secondary School Site Council



The School Principal

- **Is a member of the council and attends all meetings for their entirety**
- **Provides information and leadership**
- **Administers the approved Single Plan for Student Achievement**
- **May not veto council decisions or change the approved Single Plan for Student Achievement**

Officers

- **The council will need officers which are identified in the Bylaws, including:**
- **Chairperson**
- **Co-Chairperson**
- **Secretary**

Committees

- **The SSC may appoint committees to:**
- **Gather and analyze information**
- **Propose strategies for improving learning**
- **School Advisory Committees may:**
 - **Advise the SSC on needs of student groups**
 - **Review and update the SPSA and CCSP**
- **Update Bylaws**

Rules of Order

The SSC must observe the following: (*Ed Code 35147*)

- **Meetings must be open to the public**
- **The public may address the council**
- **Meeting notice posted 72 hours in advance**
- **Notice must specify date, time and place**
- **SSC action limited by the posted agenda**
- **Questions or information need not be on the agenda**
- **Violations require the item to be reconsidered at the next meeting after public input**
- **Minutes must be posted publicly**

Bylaws

- **School Site Council Bylaws should specify:**
 - **Means of selecting members and officers**
 - **Terms of office of members and officers**
 - **Notice of elections for each peer group**
 - **Responsibilities of the council**
 - **A policy of non-discrimination**
- **Each school has their own set of Bylaws.**
- **All members of the SSC should review them each year. Copy in binder.**

SSC Responsibilities

- **Annually facilitate the revision/update of the school goals, improvement strategies and planned expenditures which are outlined in the Single School Plan for Student Achievement.**
- **Ensure the school goals and improvement strategies are measurable and based on an analysis of verifiable state and local data.**
- **Ensure the goals, improvement strategies, and proposed expenditures are legally compliant and support the district's goals and LEA (Local Educational Agency) plan.**
- **Measure the effectiveness of the improvement strategies and expenditures.**
- **Maintain documentation of all SSC actions and activities for three years.**

Records

The council needs to maintain records of:

- **Elections**
- **Official correspondence**
- **Agendas and minutes of meetings**
- **Evidence of advisory group input**
- **Prior year school plans**

District Office Responsibilities

- **The district office provides:**
 - **Assessment data**
 - **Information on standards & curriculum**
 - **Guidance and assistance in the development of the Single Plan for Student Achievement**
 - **Staffing, purchasing, and accounting services**
 - **Climate data - Will be on Management Haiku**

LCAP

(Local Control Accountability Plan)

Addresses the following:

- **Deep Learning and Innovation**
- **Equity**
- **Social Emotional Well-Being**
- **Stewardship of Resources**

Interested in joining LCAP community? Contact Jon Campopiano at jcampopiano@srvusd.net.

Questions to Pose with SSC

Deep Learning and Innovation

What does deep learning and innovation look like at your school?
How are we developing students to be forward thinking and looking at current instruction to go deeper and innovative?

Cycles of Improvement

Using the Plan-Do-Study-Act cycle, what problem is your school aiming to address?

Equity

How do we include student voice in campus decisions? How do we address systemic inequities and close the achievement gap?

Questions to Pose with SSC

Social and Emotional Well-Being

What are the structures at your school that support the social emotional well being of students?

<https://www.cde.ca.gov/ci/se/>

Stewardship of Resources

Looking at your school data and goals, what resources will you need and what funding sources will you use? (PTA, Ed Fund, Site Funds, Title I, Other)

Legal Requirements for School Accountability Report Card (SARC)

California School

Dashboard Data

Legal Requirements for Each School Plan and Accountability Report Card

Document	Legal Requirements and Resources
The Single Plan for Student Achievement (SPSA)	https://www.cde.ca.gov/re/lc/
Comprehensive School Safety Plan (CSSP)	http://www.cde.ca.gov/ls/ss/vp/safe/schlplanning.asp
School Site Emergency Plan (SSEP)	http://www.cde.ca.gov/ls/ss/cp/crisi/sresp.asp
School Accountability Report Card (SARC)	http://www.cde.ca.gov/ta/ac/sa/

Steps for Developing and Completing Each Document

Developing the Documents

- Use Document Tracking Services at www.doc-tracking.com
- Principals have username and password for each school's plans
 - Contact Gregory Duran (gduran@sruvsd.net) or Ramaa Ravi (rravi@srvusd.net) to add any new users
- Timeline:
 - SARC: Due November 19, 2021
 - SPSA: Due April 22, 2022
 - CSSP: Due May 22, 2022
 - SSEP: Due May 22, 2022
- Previous plans are posted on the District Website at:
 - SARC: <http://www.srvusd.net/SARC>
 - SPSA: <http://www.srvusd.net/SPSA>
 - CSSP: <http://www.srvusd.net/CSSP>

Instructions for completing SARC, CSSP & SPSA

2021-22 Directions and Input Status

- Only update/edit sections that are not grayed out

Components of SARC



Documents

Name
2018 School Accountability Report Card Input Form (Custom)

Sections

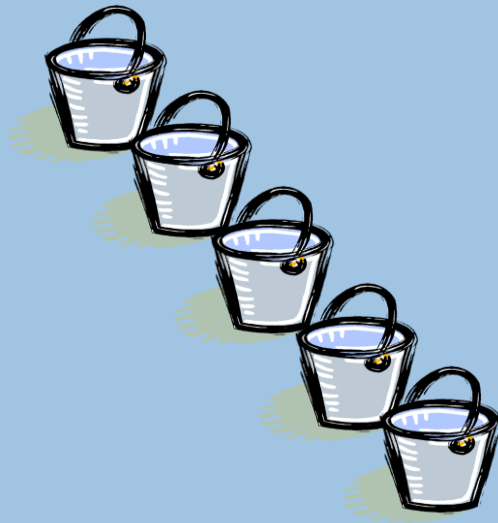
include	Name
<input checked="" type="checkbox"/>	SARC Guidance (Please Start Here)
<input checked="" type="checkbox"/>	School Contact Information
<input checked="" type="checkbox"/>	District Contact Information
<input checked="" type="checkbox"/>	District Governing Board
<input checked="" type="checkbox"/>	District Administration
<input checked="" type="checkbox"/>	School Description and Mission Statement
<input checked="" type="checkbox"/>	Opportunities for Parental Involvement
<input checked="" type="checkbox"/>	School Safety Plan
<input checked="" type="checkbox"/>	Facilities Inspection Results and Repair Status
<input checked="" type="checkbox"/>	Teacher Credentials and Misassignments
<input checked="" type="checkbox"/>	Support Staff
<input checked="" type="checkbox"/>	Textbooks and Instructional Materials
<input checked="" type="checkbox"/>	Expenditures per Pupil
<input checked="" type="checkbox"/>	Types of Services Funded
<input checked="" type="checkbox"/>	Professional Development
<input checked="" type="checkbox"/>	School Completion and Postsecondary Preparation (High Schools)

SPSA Overview

- **Serves as the organizer for a school's improvement process using data**
- **Incorporates the district LCAP and Strategic Directions**
- **Coordinates all educational services at the school**
- **Determines how funds will be used to improve the performance and achievement of all students**
- **Aligns the purposes and requirements of all site programs to the identified school plan goals**

Reminder of Current Budget Practice

Past Practice



Current Practice



Budgeting Reminders

- **Most state categorical programs have been rolled into the Local Control Funding Formula and no longer exist (i.e., GATE, SIP, etc.)**
- **Supplemental funds (previously EIA) used for targeted support for struggling learners**

Title One Schools

- Parent/Student/Staff Compacts
- Parent Meeting
- Funds go to supporting most struggling learners
- Include Title 1 funds in Single Plan

Components of CSSP/Emergency

✓	Title Page
✓	Table of Contents
✓	1. Introductory Material
✓	Record of Changes
✓	Overview
✓	2. Plan Development
✓	Mitigation and Preparation
✓	Site Inspections
✓	Hazards In The Community
✓	3. Incident Command System
✓	School ICS Team Leads Chart
✓	School Site Crisis Team Chart
✓	School Site Suicide/Threat Risk Assessment Team Chart
✓	School Emergency Contacts Chart
✓	4. Training and Exercises
✓	5. Authorities and References
✓	6. Functional Annexes
✓	7. Threat and Hazard-Specific Annexes
✓	8. Appendices Maps
✓	Emergency Drill Data Worksheets

School Site Council Planning Guide 2021-22

Drop all Site Council Agendas and Minutes in
this Google Folder

Questions

