



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

School Site Council (SSC) Review Training

September 6, 2023



Outcomes for the Day

You will leave today:

- Understanding the role and responsibilities of School Site Council members.
- Understanding how to meet composition and selection requirements for School Site Council.
- Understanding compliance items and values that drive the School Site Council.



Why are School Site Councils Important?

- Provides our highest need youth and families with the opportunity to participate in the decision making process and inform teaching and learning.
- Connects evidence of student learning and instructional practice to fiscal resources.
- Opportunity to focus school efforts on equity and access
 - Mechanism by which to live our Diversity, Equity and Inclusion (DEI) values

▪

Who is the School Site Council?

- A group of people elected to represent parents, teachers, administration and other staff to develop the School Plan for Student Achievement (SPSA).
- The school site council develops, annually reviews, and updates the SPSA.

Ed Code 64001 (i)





What drives the SSC?

| Compliance Cumplimiento | Coherent & Strategic Action Driven by Commitment Equity (DEI) |
|--|---|
| <p>Present slightly amended drafts of the School Plan to a council.</p> | <p>Guide the council through thoughtful studying and self-reflection that results with a plan understood by the membership.</p> |
| <p>Sections in the School Plan and in council conversations are siloed and do not build upon one another. (Ex. Family engagement section not speaking to instructional investments).</p> | <p>Finalize a plan that makes clearly articulated investments by sections that build upon one another from student achievement strategies to family engagement.</p> |
| <p>Meeting key deadlines and procedures.</p> | <p>Culminating a document that is implemented and monitored to achieve equity for students and families.</p> |



What does the SSC Need to Know?

- Members of the SSC must be trained in the following areas:
 - Legal requirements
 - Data analysis, developing goals, identifying effective strategies, monitoring the plan, evaluating the plan
 - Fiscal resources and allowable uses
 - Program requirements
 - District policies and priorities
 - District-level Plans (LCAP)
-



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

What are the Legal Requirements?



Legal Requirement #1

Requisito legal #1

- As a condition of receiving funds through the Consolidated Application process, the district must ensure that each school that operates any programs through the Con App must consolidate all plans that are required by those programs into a **single plan**.
- That single plan will be known as the **School Plan for Student Achievement (SPSA)**.

Legal Requirement #2

- SPSAs are not required to be submitted to CDE as part of the consolidated application process.
- SMMUSD requires for SPSAs to be taken for Board approval.



Legal Requirement #3

- A district (LEA) must ensure, in the Consolidated Application, that the SPSA has been prepared in accordance with law.
- SSCs must develop and approve a SPSA for each school participating in programs funded through the Consolidated Application.
- SPSAs must be developed with the review, certification, and advice of the school **English learner advisory committee (ELAC)**, if required. SMASH has 11 ELL students which is less than the 21 or more that makes this required.

SPSA Requirement #4

- A complaint may be filed through the Uniform Complaint Procedure (UCP) if a district has not complied with the requirements of SPSAs and for SSCs.
- SMMUSD website link:
<https://www.smmusd.org/Page/4192>
- Se puede presentar un reclamo p



Legal Requirement #5

- School Site Council must develop the SPSA.
- The Superintendent of a school district or their designee must review the SPSAs submitted to ensure that the specific actions included in the LCAP are consistent with strategies included in the SPSAs.



Ed Code 64001 (g)
Ed Code 52062 (a)(4)

Legal Requirement #6



SPSAs may serve as school improvement plans required under federal law for schools identified for targeted support or comprehensive support under ESSA.



Ed Code 64001 (h)

Legal Requirement #7



- The SPSA must be reviewed annually and updated, including proposed expenditure of funds allocated to the school through the consolidated application and the LCAP if any, by the school site council.
- The SPSAs shall be reviewed and approved by the governing board at a regularly scheduled meeting whenever there are material changes that affect the academic programs for pupils covered by programs identified in this part.
- If a SPSA is not approved by the governing board or body of the district, specific reasons for that action shall be communicated to the school site council. Modifications to any SPSA shall be developed, recommended, and approved or disapproved by the governing board or body of the district in the same manner.

Legal Requirement #8 (does not apply to SMMUSD)

Single school districts and charter schools may utilize the LCAP to serve as the SPSA, provided that the LCAP meets federal school planning requirements and the stakeholder requirements established in subdivision (a) of Section 52062.



Legal Requirement #9

California Department of Education (CDE) Responsibilities

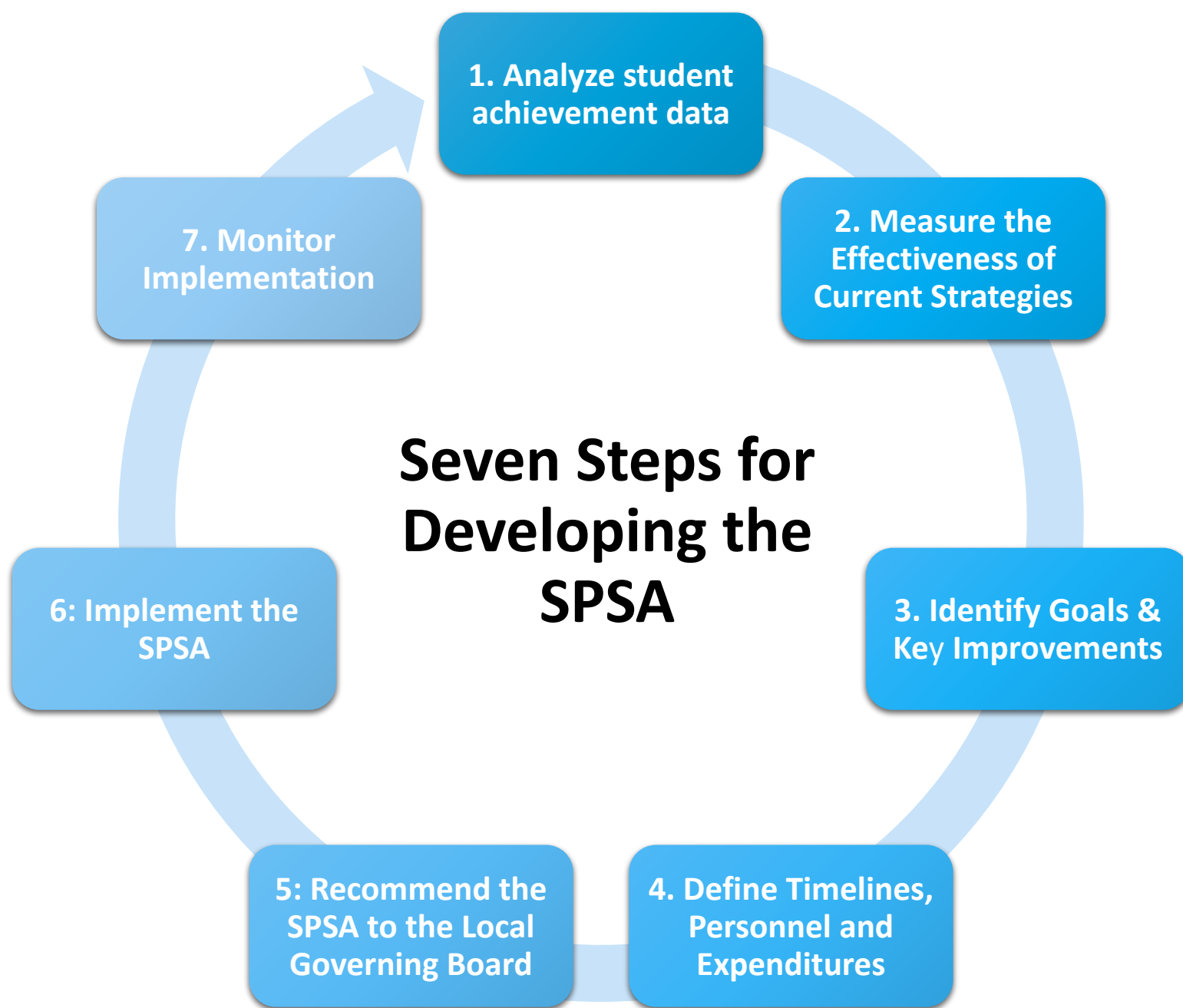
- CDE must monitor and review to ensure that the Consolidated Application and the SPSA are developed in accordance with the law and with the involvement of applicable advisory committees and SSCs.
- Onsite school and district compliance reviews must continue, and SPSAs shall be required and reviewed as part of these onsite visits and compliance reviews.



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

Seven Steps for Developing the SPSA

[Guide pp.5-12]



ELACs are required to be part of steps 1, 2, & 3 as an advisory committee to the SSC.

SSCs are required to be trained on this process and steps AND be actively involved in each step!



Questions for the SSC to Consider if the SPSA did not Achieve Expected Results

- Are school goals based on valid student assessment data and a factual assessment of current educational practice at the school?
 - Were the planned activities based on research and an educationally sound means of reaching school goals?
 - Was the plan implemented in a timely and effective manner?
- ¿Están las metas escolares

School Plan for Student Achievement
Parent Input

How are School Site Councils involved in the ongoing monitoring and annual evaluation of the School Plan?

| | Timeline | Activity | Source | Questions to Ask |
|--|----------|--|---|--|
| DEVELOPING AND REVISING THE SCHOOL PLAN | | Step 1: Measure effectiveness of improvement strategies at the school | Section 1- Data Analysis: Evaluation pages of School Plan | <ul style="list-style-type: none"> • Were the interventions implemented? • What does the data show? • How did our students do? • Did students demonstrate improvement as a result of the intervention? |
| | | Step 2: Seek Input from School Advisory Committees (ELAC) | Needs Assessments: Parents Teachers | <ul style="list-style-type: none"> • What are the results from the surveys? • What are the needs for students, parents, and teachers? • What are the recommendations based on the survey results? |
| | | Step 3: Reaffirm or Revise School Goals | Smart Goals in Evaluation pages | <ul style="list-style-type: none"> • Were the goals met? • Is the current goal appropriate? If not, what is an appropriate goal? |
| | | Step 4: Revise Improvement Strategies and Expenditures | Section 2: Interventions to Meet Standards: Strategic/Intensive Interventions/ Common Pages | <ul style="list-style-type: none"> • Will the improvement strategies be effective in meeting the goals? • What are the recommendations to meet the goals? • Based on the analysis, would you recommend: <ul style="list-style-type: none"> --Continue the intervention? --Eliminate the intervention? --Continue the intervention with the following modifications: |

School Plan for Student Achievement
Parent Input

How are School Site Councils involved in the ongoing monitoring and annual evaluation of the School Plan?

| | Timeline | Activity | Source | Questions to Ask |
|--|----------|--|---|--|
| DEVELOPING AND REVISING THE SCHOOL PLAN | | Step 1: Measure effectiveness of improvement strategies at the school | Section 1- Data Analysis: Evaluation pages of School Plan | <ul style="list-style-type: none"> Were the interventions implemented? What does the data show? How did our students do? Did students demonstrate improvement as a result of the intervention? |
| | | Step 2: Seek Input from School Advisory Committees (ELAC) | Needs Assessments: Parents Teachers | <ul style="list-style-type: none"> What are the results from the surveys? What are the needs for students, parents, and teachers? What are the recommendations based on the survey results? |
| | | Step 3: Reaffirm or Revise School Goals | Smart Goals in Evaluation pages | <ul style="list-style-type: none"> Were the goals met? Is the current goal appropriate? If not, what is an appropriate goal? |
| | | Step 4: Revise Improvement Strategies and Expenditures | Section 2: Interventions to Meet Standards: Strategic/Intensive Interventions/ Common Pages | <ul style="list-style-type: none"> Will the improvement strategies be effective in meeting the goals? What are the recommendations to meet the goals? Based on the analysis, would you recommend: <ul style="list-style-type: none"> --Continue the intervention? --Eliminate the intervention? --Continue the intervention with the following modifications: |
| APPROVAL | | Step 5: Recommend the Plan to the Governing Board for approval | School Plan- Section 4 | <ul style="list-style-type: none"> School Site Council meeting(s) to recommend the site's School Plan to the governing board for approval Signature page completed |
| MONITORING | | Step 6 y 7: Monitor Implementation of the Plan | School Plan- Section 3: SSC Meetings and Topics | <ul style="list-style-type: none"> How will the School Plan interventions be monitored during the school year? How will the SSC be informed of: <ul style="list-style-type: none"> Implementation of interventions? Student achievement as a result of intervention? |



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

SSC Composition Requirements

SSC Secondary Composition

- Half the members are the principal (or designee) , classroom teachers, and other school personnel. Classroom teachers make up a majority of this group.
- Half the members are parents or other community members **and students**.
- The SSC members must be selected by their peers.

Ed Code 65001 (c)



Options for formation of SSC

| MEMBERS/MIEMBROS | # | # | # |
|---|----------|----------|----------|
| Principal (or designee) | 1 | 1 | 1 |
| Classroom teachers | 3 | 4 | 4 |
| Other staff | 1 | 1 | 2 |
| <ul style="list-style-type: none"> ▪ In Elementary, parents/community ▪ In Secondary, parents/community and students. | 5 | 6 | 7 |
| Total members | 10 | 12 | 14 |



Teachers and School Personnel Members

- **Teachers** – Provide direct instruction for full time of employment.
- **School Personnel** employed at the school who are NOT teachers. ...persons who work directly and on a regular basis with pupils, including administrative employees...pupil services employees... and classified employees. Examples: School Nurse, Counselor, Clerical Staff, Paraprofessional, Cafeteria Staff, Yard Supervisors, Resource Teacher...[Defined in former Ed. Code 33150(b)]

Principal



- The principal or designee is a permanent, non-elected member of SSC
- Set the vision and provide the school context
- Access & coordinate information/resources
- Ensure council decisions align with school/district policies
- Support implementation of the SPSA
- The principal may **not** 'veto' the decisions of the SSC or change the approved plan.
- *Lead from the side!*



Students

- Any student enrolled in the school, no additional qualifications for membership. (for example: students with C or better average)
- A student holding a particular office may not be assigned this role. The election for the student member must identify SSC responsibilities.
- Student representatives must be elected by the entire middle school student body.

▪





Parents & Community Members

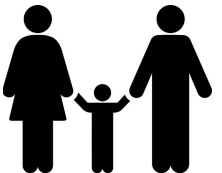
Padres y la comunidad como miembros

Parents –Includes all parents of students enrolled in the school

- Except, parents employed at the school site may not serve in the parent role, but may serve on staff side
- Parents employed by the district, but not at the school site, may serve in the capacity of parent

Community members

- A person who is neither in the employment of the school district, nor the parent or guardian of a pupil attending the participating school.
- Should be defined in bylaws or district policy
- Must be elected by parents
- Cannot vote for SSC candidates





Selection of SSC Members

Selección de los miembros de SSC

Not specified in law, except:

- Members must be chosen by peers
- No seat on the SSC may be reserved for any group or individual
- Ballot or open meeting vote
- Individuals may self nominate.
- Parent members may not be employees of the school.
- A separate election must be held for student SSC members.



Selection of SSC Members

SSC bylaws may 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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

Procedures and Bylaws





SSC Must Follow the Greene Act

- Must be open to the public.
- Public may address the council.
- Meeting notice posted 72 hours in advance.
- Notice must specify date, time and place.
- Council action limited by the posted agenda.
- Questions or information need not be on the agenda.



Agendas & Minutes

- Required as documentation for compliance monitoring.
- Should be monitored by district staff.
- Templates help ensure all required topics are covered and required procedures are followed.
- Consider who will take minutes.
- Agendas and Minutes should be aligned.
- Minutes should reflect key decisions being discussed and voted upon regarding the SPSA .
- Minutes should reflect the voice of SSC members.



Minutes Should Contain...

- Date, place and time of meeting
- Roster of persons/member/officer title in attendance
- Pertinent actions and information
- All motions, whether adopted or rejected
- The name of the person making the motion; the name of the person who seconded the motion
- Points of the order and appeals, whether sustained or lost
- Elections: names of nominees and election results should be recorded
- Name of secretary or recorder submitting minutes for review
- Minutes should reflect SSC approval or approval with revisions
- Minutes should be kept on file for reference and review

Sign In Process

- Required as documentation for compliance monitoring.
 - Demonstrates quorum met for SSC meetings and actions
 - Using a sign in template can demonstrate meeting the composition requirements
-

