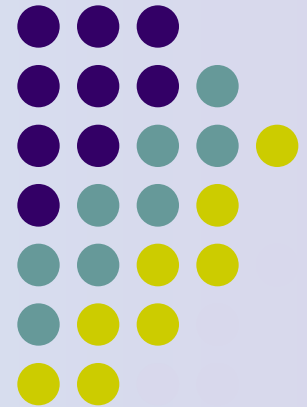
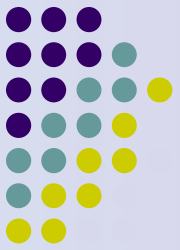


THE SCHOOL SITE COUNCIL

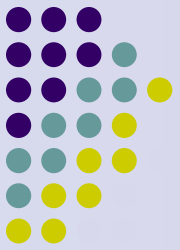


WHAT IS A SCHOOL SITE COUNCIL, AND WHO ARE MEMBERS?



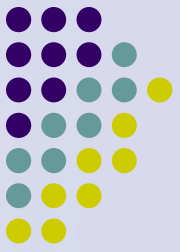
The School Site Council (SSC) is an elected or selected group representative of the school's staff, parents, and in secondary schools, students.

HOW ARE SSC MEMBERS CHOSEN?



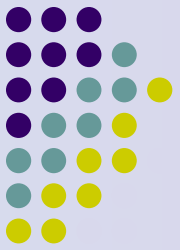
All members, ***with the exception of the principal***, are elected or selected by their peer group. The principal is assigned to serve as a permanent, voting member on the council. (This responsibility may not be delegated to someone else.)

HOW ARE SSC MEMBERS CHOSEN?



- The SSC selection process is determined by each district, and outlined in district policy and/or SSC bylaws.
- Documentation of the process must be maintained for 3 years.

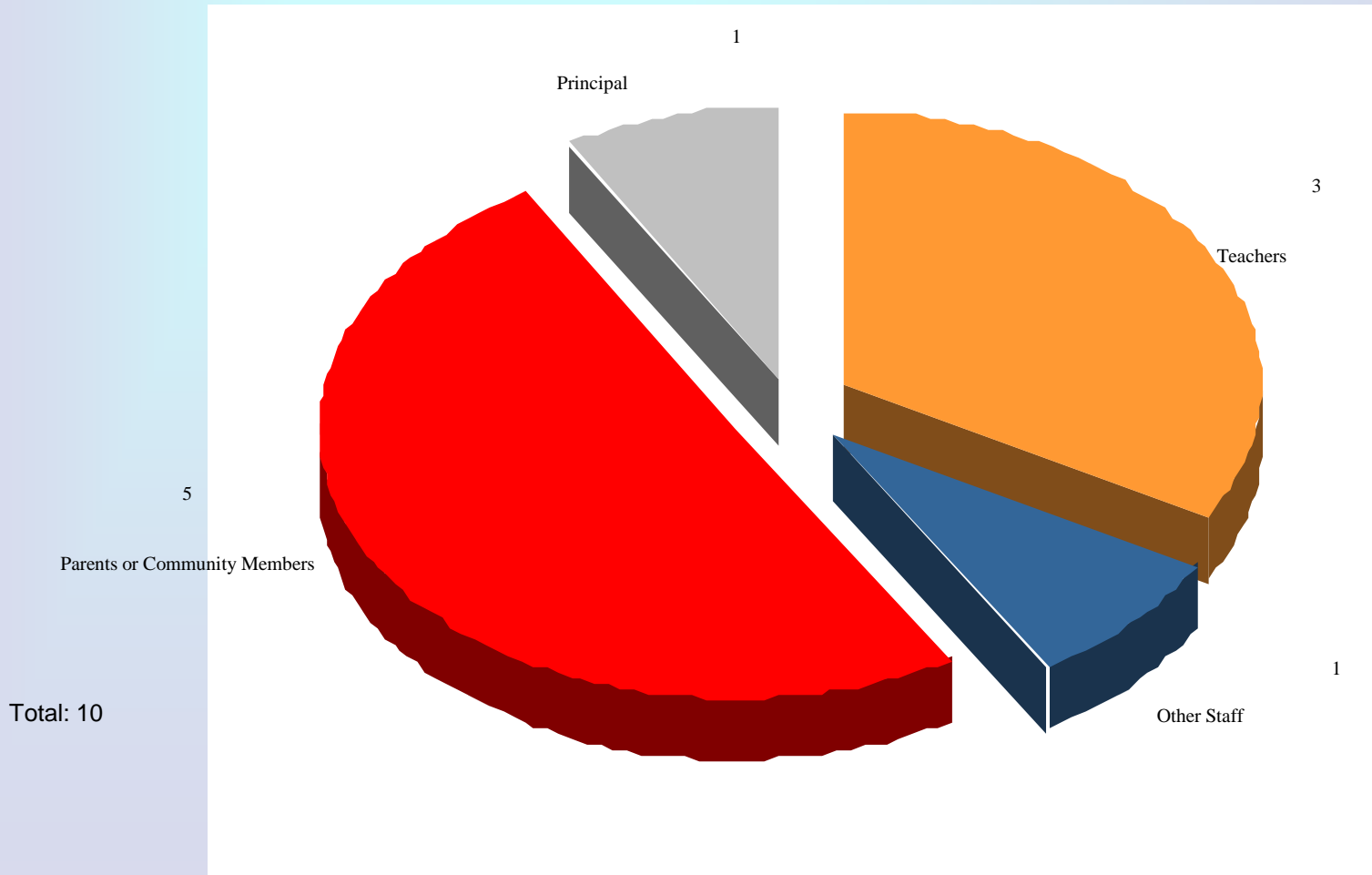
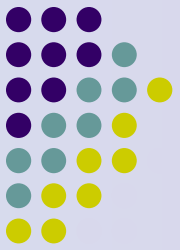
MEMBERSHIP COMPOSITION OF AN ELEMENTARY SSC



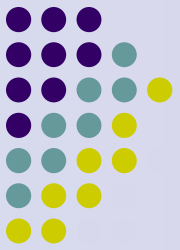
Composition of the SSC is specified in the California Ed. Code Section 52852 as follows:

- The SSC shall ensure **parity** between (a) the principal, classroom teachers, and other school personnel; and (b) parents or other community members selected or elected by parents.

SAMPLE COMPOSITION OF AN ELEMENTARY SSC

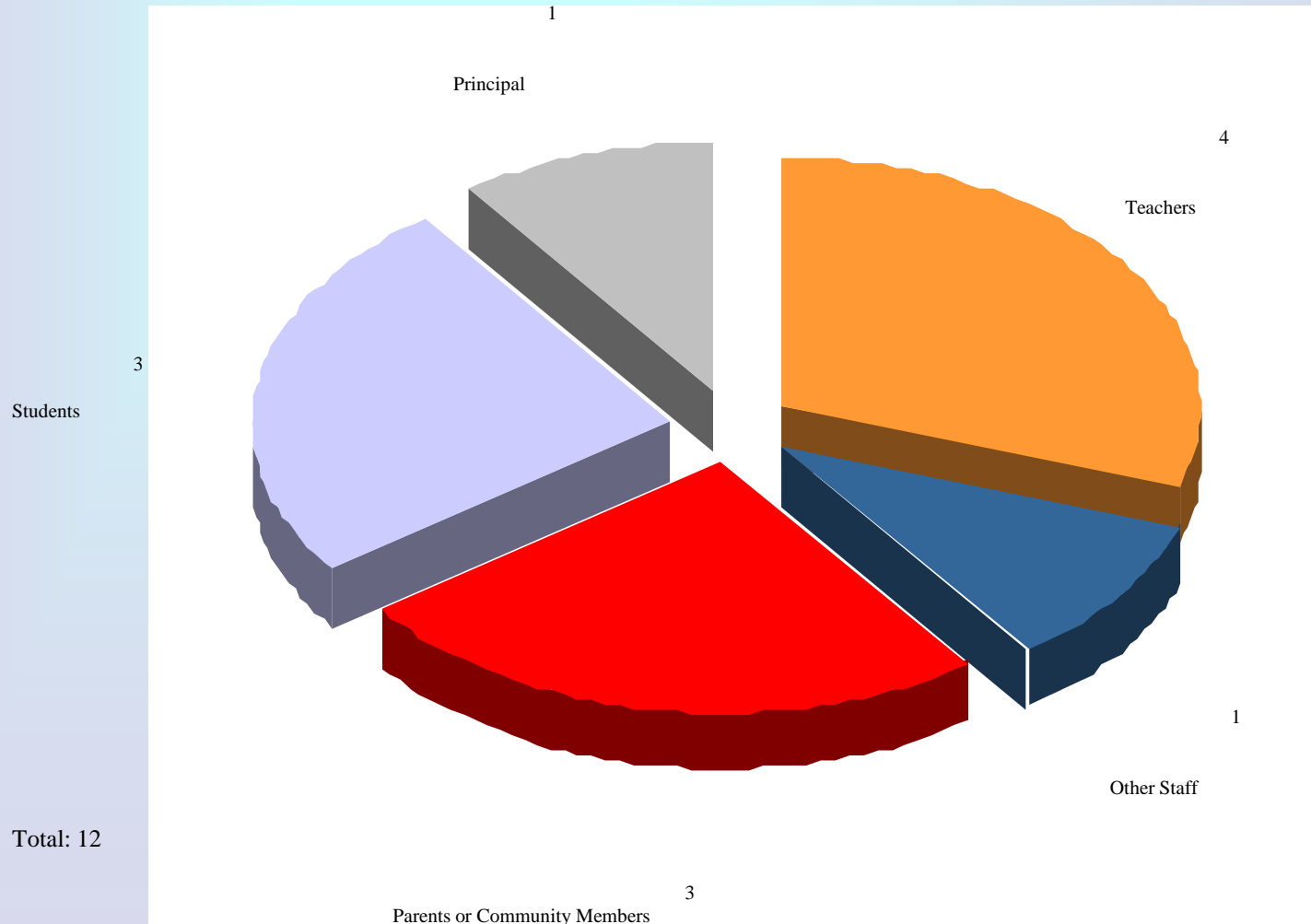
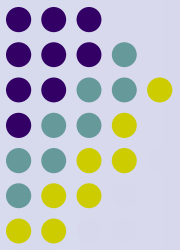


MEMBERSHIP COMPOSITION OF A SECONDARY SSC

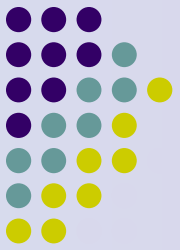


The Ed. Code Section 52012 specifies the SSC shall be constituted to ensure **parity** between (a) the principal, classroom teachers, and other school personnel, and (b) equal numbers of parents or other community members selected by parents, and students.

SAMPLE COMPOSITION OF A SECONDARY SSC

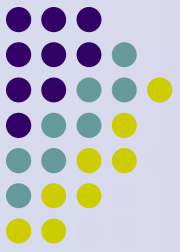


MORE ABOUT COMPOSITION OF THE SSC



In both the elementary and secondary SSC, classroom teachers shall comprise the *majority* of persons represented under subdivision (a) of this section.

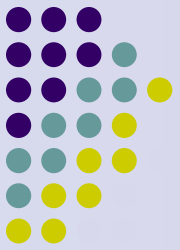
At the discretion of the local governing board, the middle school may, but is not required to, include student representation on the SSC.



COMPOSITION, continued

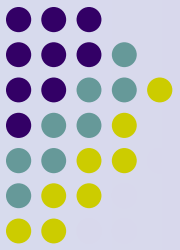
- Parent or community members, representing that group, may not be employed at the school site.
- “Other school personnel” refers to classified and/or certificated staff; i.e., school nurse, resource teacher, vice principal, instructional aide, secretary, etc.

THE RESPONSIBILITIES OF THE SSC ARE TO:



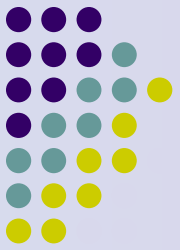
- Annually facilitate the revision/update of the school goals, improvement strategies and planned expenditures which are outlined in the ***Single School Plan for Student Achievement.***

RESPONSIBILITIES, continued



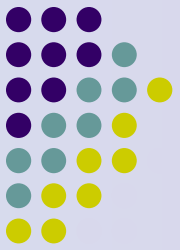
- Ensure the school goals and improvement strategies are measurable and based on an analysis of verifiable state and local data.
- Ensure the goals, improvement strategies, and proposed expenditures are legally compliant and support the district's goals and LEA (Local Educational Agency) plan.

RESPONSIBILITIES, continued

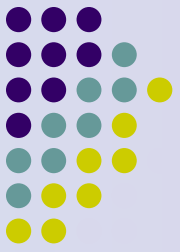


- Seek input from all advisory committees.
- Approve and recommend the updated Single School Plan to the local governing board for their approval.
- Monitor the implementation of the approved School Plan, making modifications as necessary.

RESPONSIBILITIES, continued



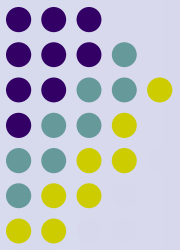
- Measure the effectiveness of the improvement strategies and expenditures.
- Maintain documentation of all SSC actions and activities for three years.



OPERATING THE SSC

- It is recommended local School Board policy and/or SSC bylaws specify:
 1. The means of selecting SSC members and officers.
 2. Terms of office for members/officers.
 3. Method of membership replacement when midterm vacancies occur.

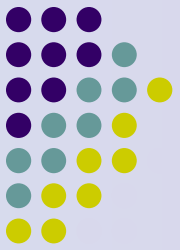
OPERATING THE SSC, continued



5. The roles and responsibilities of the SSC.

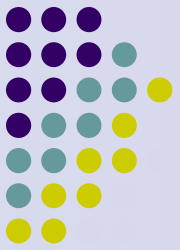
6. The roles and responsibilities of SSC officers.

OPERATING THE SSC, continued

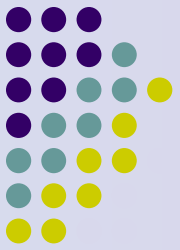


- School Site Councils operate under the rules and regulations of the Greene Act, EC Section 35147(c) and should be conducted according to Robert's Rules of Order.

OPERATING THE SSC, continued



- The SSC Chairperson and Principal develop the agenda for each meeting.
- The SSC agenda is publicly posted 72 hours in advance of each meeting.
- SSC actions are limited to the publicly posted agenda items.

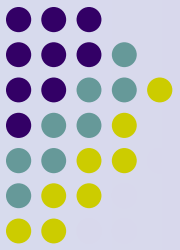


OPERATING THE SSC

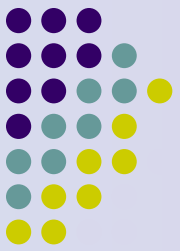
Sample Agenda:

1. Call to order
2. Roll Call (quorum established)
3. Call for additions/deletions to agenda*
4. Read/approve/correct minutes
5. Public comment (required agenda item)

OPERATING THE SSC

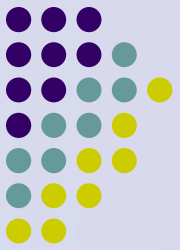


6. Report of standing and special committees
7. Unfinished Business
8. New Business
6. Adjournment



OPERATING THE SSC, continued

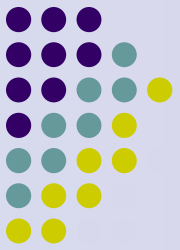
- The SSC can assign subcommittees, comprised of non SSC members, to assist with the work of analyzing data, and evaluating/revising the school plan.
- A successful SSC involves the various represented groups by ***regularly*** seeking input and providing information.



RESOURCES

- **A Guide and Template for The Single Plan for Student Achievement**, A Handbook for School Site Councils, CDE, March 2006, www.kern.org
- SSC workshop trainings are scheduled for October 6th and 27th 2009 by KCSOS. Call Sherrill Young, 636-4334 or Ann Phillips, 636-4637 for information.

RESOURCES, CONTINUED



- The required planning activities and elements of the School Plan for Student Achievement (SPSA) are outlined in ED Codes 33133, 41507, 41572, and 64001.