



San Diego Cooperative School Site Council Guide **2021-2022**

The School Site Council (SSC) is intended to be a decision-making body that represents all stakeholders of the school community. The school administration, teachers, other school personnel, parents, and students (secondary level) make up this group. Their primary responsibility is to identify common goals and assist the leadership team in establishing a plan to achieve the goals. The key to a successful SSC depends upon a good working relationship among all members of the Council. Each member of the Council shares their unique perspective and knowledge of the school's needs, as they affect all students, during SSC meetings.

The administration and teachers contribute background knowledge in instructional practices; parents provide insights on how effective the school is working and how well their children understand their assignments, and students offer insight on the range and effectiveness of learning opportunities available. Other personnel at the school, such as counselors, instructional aides, and clerical staff can share insights on how the school can function to support student learning. School Site Councils operate under the policy direction and with the approval of the Board of Education.

As the school leadership team and SSC develop, monitor, and revise the Local Control and Accountability Plan (LCAP), the SSC allocates resources to support the plan. There should be continual communication between the SSC, grade levels, and departments to ensure that each group supports the other. Communication is essential for each SSC, and the Board of Directors to understand the goals and needs of the other. Communication could take place through the school newsletter, minutes of meetings being posted in prominent places, and reports made during grade level and department meetings. By working cooperatively, all elements of the school population ensure that each school site plan focuses resources upon improvement strategies, which guarantee that all students meet high standards.

ADVANTAGES of School Site Council

Schools benefit from having School Site Councils because they:

- provide an open forum for discussing educational issues
- provide an opportunity for interaction by parents, teachers, and administrators
- foster the importance of decision making at the site level
- contribute to the LCAP
- assist in defining educational needs and problems

ORGANIZATION of School Site Council

SDCCS Council should be made up of:

- elected classroom teachers
- elected parents
- other elected school personnel
- elected students (Potential opportunities for 8th grade students)

DUTIES of School Site Council Members

- Secretary Share minutes from the previous meeting.
- Write minutes of each meeting, including: *f*
 - names of people speaking during meetings, when appropriate *f*
 - topics discussed *f*
 - decisions made *f t*
 - asks assigned – to who assigned and when they will be completed *f*
 - topics for next meeting *f*
 - sign-in sheets

SSC Members *f*

- make recommendations to the principal *f*
- approve the categorical budget *f*
- assist with the development and monitoring of the LCAP *f*
- review how effectively the school's program is being carried out

The SSC may advise the principal of: *f*

- matters related to the educational needs and goals *f*
- opinions and attitudes of parents, teachers, and students on significant issues *f*
- methods to improve communication between the school and the family *f*
- the development of an evaluation tool for reporting the school's progress to the community

The SSC is NOT: *f*

- a policy-making body *f*
- a political organization *f*
- a personnel committee *f*
- a grievance committee *f*
- a school management committee *f*
- a fund-raising committee *f*
- an extension of the PTA or Parent Club *f*
- a social group

RULES AND REGULATIONS of the SDCCS School Site Council

School Site Council meetings should be open to the public with the date, time, and location of meetings posted at the school site or other appropriate place accessible to the public, at least 72 hours before the time set for the meeting. Any member of the public shall be able to address the Council during the meeting on any item within the agenda items posted. The Council may not take any action on an item of business unless the item appears on the posted agenda or the Council members may, by unanimous vote, decide to add agenda items that have come to the attention of the Council after the agenda was posted. Information and handouts need not be listed on the agenda, i.e., mentioning some activity taking place in the community. Members with individual or personal concerns about their child should speak with teachers and/or administrators privately. If a Council violates the procedural meeting requirements described above, and upon the demand of any person, the Council shall reconsider the items at its next meeting after allowing public input on the item. Any materials provided to a School Site Council shall be made available to any member of the public who requests the materials. (The Brown Act, SB355)

GUIDELINES for Productive School Site Council Meetings

1. Members will arrive on time
2. Meetings will begin on time
3. No personal attacks on other members
4. Everyone has the right to express his/her opinion
5. Members will read the minutes
6. Members will keep a notebook that will include copies of the school plan, bylaws, minutes, and agendas
7. Babysitting will be available for children of those attending SSC meetings
8. A translator will be available, as needed
9. Membership roles will be clearly explained and agreed upon
10. A site SSC notebook will be kept including agendas, minutes, bylaws, a list of members, the year members were elected to the SSC and offices held by members
11. Informative guest speakers from the community and School District may be added to your agendas
12. Let members introduce themselves at the beginning of each school year, visitors may introduce themselves as they attend subsequent meetings. Name tags may be used to help remember names

Suggested Agenda Topics *f*

- School Site Council training for all Council members *f*
- Training in parliamentary procedure/conducting SSC meetings *f*
- Review Bylaws *f*
- Select English Learners Advisory Committee (ELAC) representatives *f*
- ELAC representative reports *f*
- Explanation of School-Based Coordinated Program *f*
- Explanation of Schoolwide Program *f*
- English Learners programs/funding *f*
- What are “standards” *f*
- Coordination of other program funds *f*
- Policies (federal, state, site) regarding parent involvement *f*
- Parent Education opportunities *f*
- Needs assessment *f*
- Discussion of testing information, data, etc. *f*
- Parent surveys/teacher surveys *f*

- Title I Compacts *f*
- Increasing and monitoring parent involvement *f*
- Sharing your school's successes!!! *f*
- Uniform Complaint Procedure *f*
- Discussion of proposed expenditure items *f*
- Focus on Achievement *f*
- Academic Performance Index (API) *f*
- Stay informed concerning State and District Standards *f*
- Explanation of report cards, promotion/retention policy *f*
- Description of new legislative reform programs *f*
- Forming partnerships with community members *f*
- Classroom volunteers *f*
- Supporting students' academic success *f*
- Current events/programs/services in the school. *f*
- Plans for back-to-school night *f*
- Core Curriculum

DOCUMENTATION for the School Site Council

- develop agenda and include: time, location, date of the meeting, and business to be discussed or acted upon *f*
- additional background information concerning agenda items will be available at each school site office *f*
- every item of business must be on the agenda *f*
- there must be an opportunity for public input *f*
- future agenda items *f*
- post agenda for public viewing, at least 72 hours before the meeting *f*
- follow the agenda

Minutes for Each Meeting *f*

- must contain names of elected members present, by group category (parents, teachers, 'others', administrator), i.e., Sandy Dunes, Parent *f*
- listing non-members who are present is optional *f*

ALL DOCUMENTS MUST BE KEPT FOR FIVE YEARS