School Site Council and the Single Plan for Student Achievement

GRANGER JUNIOR HIGH SCHOOL

INTRODUCTIONS

- New members, alternates and guests

Role of School Site Council

- The School Site Council (SSC)is composed of principal, teachers, students, parents/community members

- It is an elected body, whose primary role is to develop, approve and monitor the Single Plan for Student Achievement (SPSA)

- The SPSA is a comprehensive school plan that sets school goals based on data, and organizes action steps to achieve these goals

SSC Composition and Selection

- Students selected by students (middle or high school)- 3

- Parents/community members elected by parent/community members- 3

- Teachers/staff members elected by teachers/staff members- 5

- Principal automatic member of council- 1

- Parity of membership is required, whereby you have an equal number of school employees and non school employees

Example of Parity- Middle or High School

50% School Employees and 50% Non-school employees
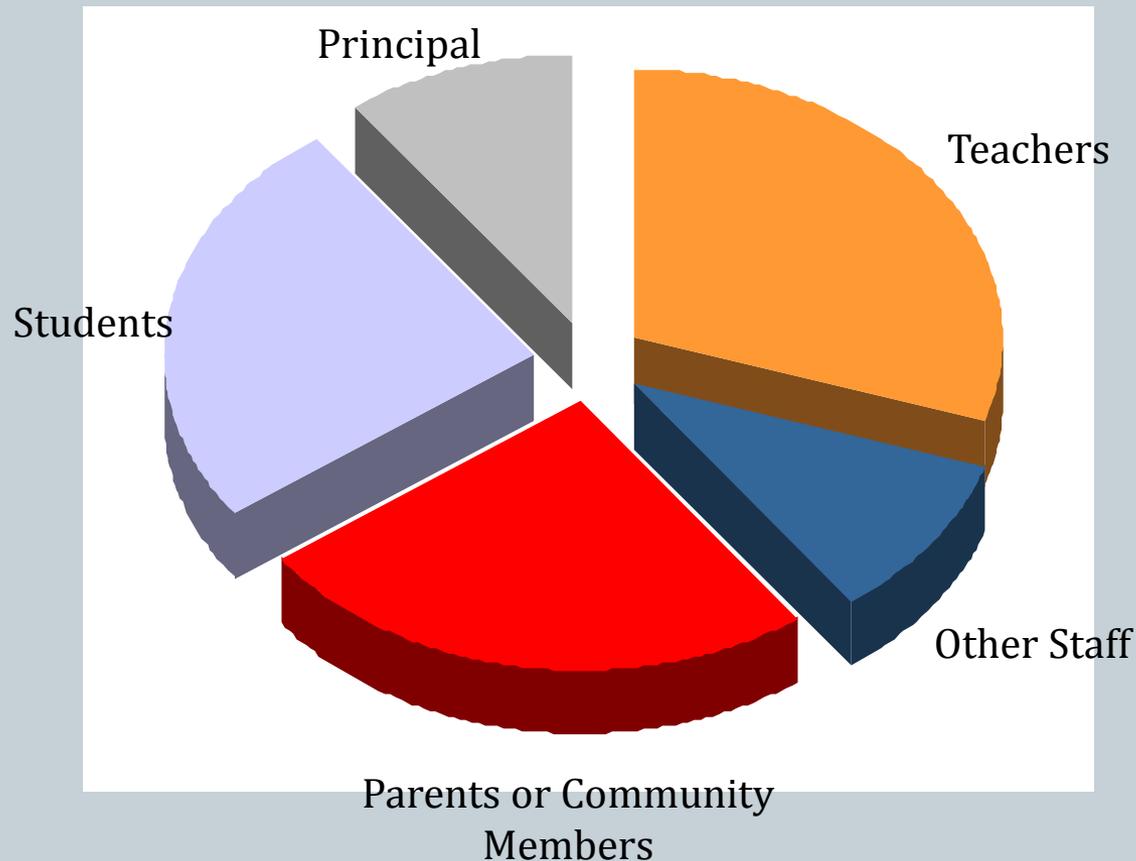
Principal's Role

- The Principal has the following duties with respect to the SPSA:
  - Is a voting member of the SSC
  - Provides information and leadership to the SSC
  - Administers the school-level activities of the approved SPSA
- These responsibilities make the Principal vital to the success of the SPSA. However, the Principal has no administrative authority over the SSC, may not veto decisions made by the school site council, and may not make changes to the SPSA after it has been approved by the School Site Council.

English Learner Advisory Council (ELAC)

- The ELAC is an elected advisory committee with specific responsibilities focused on the needs of English Learners

- The ELAC serves an advisory role to the SSC, and must have an opportunity to provide input into the SPSA

- The SSC may serve as the ELAC, but only after the ELAC has been elected and trained on its responsibilities. Only then may the ELAC vote to have the SSC fulfill its role.

ELAC

- ELAC responsibilities include
  - Advises the SSC on the development of the SPSA
  - Advises the Principal on the program for English Learners
  - Assists in the development of the school's needs assessment, language census report (R-30), and efforts to make parents aware of the importance of regular school attendance
  - Election of one member to be a part the District Advisory Committee (DAC) to represent the perspective of English Learners

Requirements of the SPSA

- The SPSA must be developed by the SSC with the advise of applicable advisory groups (ELAC)
- The content of the plan must be aligned with school goals for improving student achievement
- The goals must be based on data and in alignment to LEA (District) Plan goals
- It must address how categorical funds will be used to meet the goals

Purpose of the SPSA

- The purpose of the SPSA is to have a single school plan that organizes funds received by the school in order to most efficiently serve the needs of the students and increase their achievement.

Data ----→ goals ----→ improvement strategies ----→ money

Steps for Development of SPSA

- Step One: Determine needs through a "needs assessment" which can include:
  - Analysis of student performance
    - State assessments, CAHSEE, Measures of Academic Progress
    - By grade level, student group, or other means
    - Longitudinal if possible
    - Get a picture of how students at your school have progressed
  - Analysis of the instructional program
    - Professional Development activities over the course of the years
    - Implementation of learning strategies
  - Analysis of Demographic Data
    - Language Census Report, mobility rate, attendance patterns
  - Analysis of Community Involvement
    - Parent/Student/Teacher Needs Assessment Survey data

Steps for Development of SPSA

- Step Two: Seek input from other *applicable* school advisory committees (Chairs/Reps from these Committees must sign off on SPSA)
  - ELAC
  - Gifted and Talented Advisory
  - Title I/State Compensatory Education (SCE) Advisory

- Step Three: Reaffirm or revise school action plan

Steps for Development of SPSA

- Step Four: Revise or create improvement strategies and expenditures
  - For each goal, specify the actions to be taken, dates by which actions are to be started and completed, expenditures needed to implement the action, and the funding source

Example of Improvement Strategy

Goal: ELs will increase proficiency from 40% to 45% by the end of the 2012 school year as measured by the CST ELA

Strategies/Actions to implement this goal	Start/Completion Date/Personnel	Each funding source/amount	Process for evaluation of implementation
1) Teachers will attend three day workshop on new EL curriculum	ELD teachers Sept. 13-17 SEI teachers Oct. 1-3	Substitute release cost- $2,000 Workshop cost- $2,000 Title I	Leadership team walk through notes on implementation of strategies

Steps for Development of SPSA

- Step Five: Recommend the approved SPSA to the governing board
  - Once the plan has been fully developed with data, goals, actions steps and budget finalized, the SSC votes to approve the plan, and the plan is presented to the governing board
  - The governing board has the final approval of the SPSA
    - SPSA should follow the District plan

Steps for Development of SPSA

- ## Step Six: Monitor implementation of the SPSA
  - Once the plan is approved, the responsibility of the School Site Council is to monitor the effectiveness of planned activities and modify those that prove ineffective
  - Monitoring will be made easier if the plan specifies actions, dates, and estimated costs
  - Plan SSC meetings at times when data sets become available

Steps for Development of SPSA

- Once you have gone through Steps 1-6, repeat the process as you enter the new school year
- Mid-year changes to the SPSA
  - Budget changes may occur, or an activity that was planned needs to be changed
  - SSC needs to write an addendum to the plan and approve
  - If the change is substantive, the plan needs to go back to the governing board for approval

Election of Chair and Secretary

- Chair works with Principal to develop the SSC agendas, and runs the meeting according to Roberts Rules of Order

- Secretary records minutes

- Nominations and verbal voting sufficient

Running an SSC Meeting

- All School Site Councils should have By-Laws which spell out rules of membership, etc.
- Meetings are subject to the Greene Act and Robert's Rules of Order
  - Meetings must be open to the public (Brown Act)
  - The public may address the Council on any item within jurisdiction of the Council
  - Notice of the meeting must be posted at the school site at least 72 hours prior to the meeting
  - The notice must specify the date, time and place of the meeting and include the agenda
  - The Council cannot act on any action unknown when the agenda was posted unless, by unanimous vote, it finds a need for action that was unknown when the agenda was posted
  - Questions and brief statements of no impact on pupils or employees that can be resolved by providing information need not be described on the posted agenda
  - If these procedures are violated, upon demand of any person, the Council must reconsider the item at its next meeting, after allowing for public input on the item

SSC Record Keeping

- The SSC needs to maintain records of the following:
  - Elections
  - Official Correspondence
  - Meeting Agendas
  - Evidence of input from school advisory committees
  - Minutes of meetings, recording attendance, discussion, recommendation and action
  - Copies of prior year school plans
  - Keep all of these records for three years (mandated), but we suggest five years. Council records must be available for public review upon request.

Next Meeting

- Draft of plan
  - Principal and school leadership team will do a preliminary analysis of the data and create draft goals and improvement strategies
  - SSC will examine the drafts at the next two meetings, make suggestions, and assist to further develop the plan