

-Please Post-



Oakland Unified School District

Franklin Elementary School

Ingrid Seyer-Ochi, Principal

915 Foothill Blvd

Oakland, CA 94606

Phone: (510) 874-3354 - Fax: (510) 874-3358

www.ousd.org/franklin

September 16, 2015

Dear Parents, Teachers, Staff, and Community Members,

You are invited to attend the School Site Council (SSC) meeting in our library at 9:00 a.m., September 18, 2015. This council offers an excellent opportunity for parents, community members and site personnel to work together and plan for student achievement.

Ingrid Seyer-Ochi, Principal

Estimados Padres de Familia, Maestros, Personal y Miembros de la Comunidad,

Usted esta invitado a asistir al Concilio del Stitio de la Escuela (SSC), nos encontraremos en nuestra biblioteca a las 9:00 a.m., el 18 de Septiembre 2015. Este concilio ofrece la oportunidad exelente a los padres, miembros de la comunidad y personal del sitio para trabajar juntos y planear el progreso de los estudiantes.

Ingrid Seyer-Ochi, Directora

Kính thưa Hội viên SSC, Phụ huynh và Giáo viên, Ban Giáo viên, và Thành Viên Cộng Đồng:

Xin mời quý vị đến họp Hội nghị SSC tại Thư viện trường Franklin vào lúc 9:00 sáng ngày 18 tháng 9, 2015. Buổi họp này sẽ giới thiệu quý vị về ban giáo viên và nhân viên nhà trường để cộng tác với nhau để làm kế hoạch giảng dạy tốt cho học sinh.

Ingrid Seyer-Ochi ,Hiệu trưởng

親愛的家長，教師，職員，和社區成員：

你們好！

你們好！我們邀請你們來參加2015年9月18日在學校圖書館舉辦的理事會會議。會議的時間是上午9點。會議的內容是研究有關如何能使學生在將來取得更好成績的計劃。這是一個讓學生家長，社區成員和學校交流的很好機會，希望你們來參加。

-Please Post-

Oakland Unified School District, School Site Council (SSC) Meeting: September 18, 2015 9:00 am Franklin Elementary School: Library 915 Foothill Blvd, Oakland, CA 94606, 510-874-3354	屋崙聯合學區· 學校理事會會議 (SSC) 大會: 2015年9月18日 9:00 點 富蘭克林小學: 圖書館 915 Foothill Blvd, Oakland, CA 94606, 510-874-3354	Distrito Unificado de las Escuelas de Oakland, Concilio del Lugar de la Escuela (SSC) Reunion: 18 de Septiembre, 2015 9:00 am Escuela Elemental Franklin: Biblioteca 915 Foothill Blvd., Oakland, CA 94606, 510-874-3354	Khu Học Chánh Oakland Buổi Họp Hội Đồng Nhà Trường (SSC) Họp: Ngày 18/9/2015 9:00 sáng Trường Tiểu Học: Thư Viện 915 Foothill Blvd, Oakland, CA 94606 510-874-3354
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Agenda: September 18, 2015

Item	Description/Actions	Action Requested of SSC Members
1. Welcome	Principal Ingrid	Informational
2. Description and Training on duties and Responsibilities of SSC	Principal Ingrid	Informational
3. Election of SSC Members	Principal Ingrid, Action Item: Elect SSC Members	Voting Item by all present
4. Election of SSC Officers	Principal Ingrid, Action Item: Elect SSC Officers	Voting Item by SSC Members
5. Review and Approval of By-Laws	SSC Chairperson, Action Item: Approve By-Laws	Voting Item by SSC Members
6. Principal's Report	Principal Ingrid	Informational
7. Public Comment	SSC Chairperson	Informational
8. Adjournment	Action item: Approval to adjourn meeting	Voting Item by SSC Members

Next SSC Meeting: October 23, 2015 at 9:00 a.m.

議程

項目	描述 / 行動	理事成員須要採取的行動
1. 歡迎	Principal Ingrid	信息
2. 說明和培訓理事會成員的職責和責任	Principal Ingrid	信息
3. SSC成員的選舉	Principal Ingrid, 選舉SSC成員	所有出席的人員投票表決
4. 選舉理事會辦公室官員	Principal Ingrid, 選舉SSC官員	理事會成員投票表決
5. 規章制度的審查和批准	SSC主席, 根據法律條例認定	理事會成員投票表決
6. 校長報告	Principal Ingrid	信息
7. 公開征求意见	SSC 主席	信息
8. 會議結束	審批, 會議休會	理事會成員投票表決

下次會議: 2015年10月23日上午9:00點

Agenda

Item	Descripción/Acción	Acción Requerida Miembros SSC
1. Bienvenida	Principal Ingrid	Informativos
Descripción y capacitación sobre los roles y responsabilidades del SSC	Principal Ingrid, Línea de Acción: elegir a los miembros del SSC	Informativos
3. Elección de los miembros del SSC	Principal Ingrid, Línea de Acción: elegir a los funcionarios SSC	Por todos los presentes acto de votar
4. Elección de la directiva SSC	Presidente del SSC, Línea de Acción: Elegir Representantes del DAC	De los miembros del SSC acto de votar
5. Revisión y aprobación de los Estatutos	Principal Ingrid	De los miembros del SSC acto de votar
6. Informe del director	presidente del SSC	Informativos
7. Comentarios del Público	Elemento de acción: la aprobación para levantar la session	Informativos
8. Cierre levantar la reunion	Accion Item: Clausura	De los miembros del SSC acto de votar

Proxima Reunion del SSC: 23 de octubre, 2015, 9:00 a.m.

Chương Trình Nghị Sự

Đề Mục	Mô Tả/Thi Hành	Thành Viên SSC Quyết Định Bằng Cách Bỏ Phiếu
1. Chào Mừng	Principal Ingrid	Thông tin
2. Mô tả và Đào tạo về nhiệm vụ và trách nhiệm của thành viên SSC	Mr. Hickox	Thông tin
3. Bầu cử thành viên SSC	Principal Ingrid, Đề Mục để Thi Hành: Bầu cử thành viên SSC	Đề Mục Cán Biểu Quyết mỗi người
4. Bầu cử Ủy Viên SSC	Principal Ingrid, Đề Mục để Thi Hành: Bầu cử Ủy Viên SSC	Đề Mục Cán Biểu Quyết TV SSC
5. Xem xét và Phê duyệt Quy chế	Chủ tịch SSC, Đề Mục để Thi Hành: Phê duyệt Quy chế	Đề Mục Cán Biểu Quyết TV SSC
6. Báo cáo của hiệu trưởng	Principal Ingrid	Thông tin
7. Ý Kiến Cộng Đồng	Chủ tịch SSC	Thông tin
8. Kết Thúc Buổi Họp	Đề Mục để Thi Hành: Kết Thúc Buổi Họp	Đề Mục Cán Biểu Quyết TV SSC

Buổi Họp SSC Kế Tiếp: Ngày 23 tháng 10 năm 2015 9:00 a.m.

School Site Council Meeting Minutes: September 18, 2015

1. Welcome: Principal Ingrid welcomed everyone to the SSC meeting. She explained the purpose of this meeting. The SSC members will decide how a part of the school budget is spent. She explained that the teachers were already selected by the teaching staff. This vote occurred August 21, 2015 and these were the members elected: Teachers: Onaida Lerma, Tania Llambelis, and Yvonne Prospato; Support Staff: Willis Hickox.

2. Description and Training on duties and Responsibilities of SSC: Principal Ingrid displayed a District PowerPoint of roles and duties of the SSC. (This PowerPoint presentation is attached to these minutes.) She explained that Title I funds the SSC budget. 96.5% of the students qualify for Title I. SSC must approve all purchases. The SSC will review data, find needs, then make a long term plan to address these needs. SSC monitors the plan through the year. Principal Ingrid explained that she feels Franklin has much technology now and we need to use our funds to hire more people to service our students.

3. Election of SSC Members: Principal Ingrid explained the procedures for electing parent SSC representatives. One parent suggested that parent members represent different language groups. Another parent suggested that each parent explain why they want to be on SSC. Six parents were nominated to be SSC representatives. Each nominee explained why they wanted to be on SSC. After the vote, these parents were nominated:

Carolyn Lane
Andrew Snellings
Mimi Nguyen
Deprece Bonilla-Hurtado
Anna Ngo

4. Election of SSC Officers: Principal Ingrid motioned and it was seconded to elect our SSC officers at our next SSC meeting to give the members time to consider this action. The vote was unanimously approved.

5. Review and Approval of By-Laws: Principal Ingrid motioned and it was seconded to vote on approving the By-Laws at our next SSC meeting to give the members and community time to consider this action. The vote was unanimously approved.

6. Principal's Report: Mrs. Seyer-Ochi reported on the following

- The new gate by the main office is expected to arrive next month.
- Back-to-School Night, on September 17, 2015, was very successful
- First week in October, (week of October 5, 2015) will be parent teacher conferences. Report cards will be issued December 4, 2015.
- September 26, 2015: Franklin Garden Day from 9:00 a.m. to 12:00 p.m.
- October 30, 2015: Fall Festival October 30, 2015 will focus on the fall seasons. There will be a parade.

7. Public Comment: None

8. Adjournment: A motion was raised and seconded to approve the adjournment at 10:00 am. Next SSC Meeting: Friday, October 23, 2015 at 9:00 a.m. **Translators:** Mr. Tram Tran: Vietnamese; Mr. David Yuen: Chinese; Ms. Patricia Velazquez.

School Site Council Membership Roster – Elementary

School Name: Franklin Elementary

School Year: 2015-2016

Chairperson :	Vice Chairperson:
Secretary:	*LCAP Parent Advisory Nominee:
*LCAP EL Parent Advisory Nominee:	*LCAP Student Nominee:

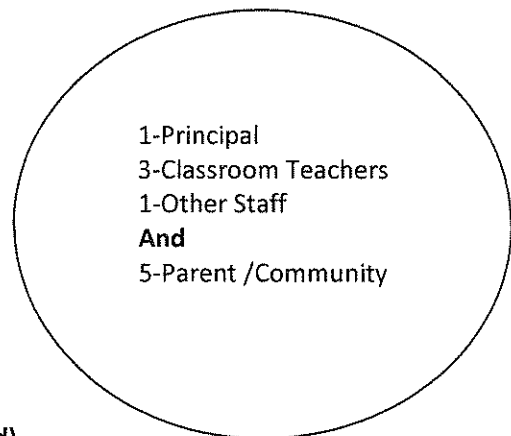
Place "X" in Appropriate Members Column

Member's Name	Principal	Classroom Teacher	Other Staff	Parent/Comm.
Seyer-Ochi, Ingrid	X			
Hickox, Willis			X	
Lerma, Onaida		X		
Llambelis, Tania		X		
Prospato, Yvonne		X		
Bonilla-Hurtado, Deprece				X
Lane, Carolyn				X
Nguyen, Mimi (Kieu)				X
Ngo, Anna				X
Snellings, Andrew				X

Meeting Schedule (day/month/time)	Third Friday of every month at 9:00 a.m. in Franklin Library.
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SSC Legal Requirements: (Ed. Code 52852)

- 1 Members MUST be selected/elected by peer groups;
- 2 There must be an equal number of school staff and parent/community/student members;
- 3 Majority of school staff members must be classroom teachers;
- 4 Parent/community members cannot be OUSD employees at the site.



(Once filled, this document can be placed on your school site's letterhead)

*Please submit nominees' contact information to raquel.jimenez@ousd.k12.ca.us for participation in district elections.



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Franklin Elementary School

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SSC By-Laws 2015-2016

- 1) Numbers of council members: Ten (10)
- 2) Quorum: Six (6) members present
- 3) Term of office: Members: 1 Year Officers: 1 Year
- 4) Resignation: Any member may resign by filing a written letter of resignation with Council Chairperson.
- 5) Cause and Procedures for termination of membership:

Membership will be terminated if two consecutive absences occurred to a member without reason.

- 6) Vacancies shall be filled by:
 - a) an elected alternate member(s) of respective parity group and/or
 - b) election of replacement member(s) by peer group to complete the current term.
- 7) Regular meeting information:
Day – Every third Friday of every month
Time – 9:00 a.m.
Place: - Franklin's Library
- 8) Special meetings may be called by chairperson or a majority vote of members.
- 9) By-laws may be amended/changed by 2/3 vote of the elected members.
- 10) All meetings will:
 - a) be open to the public and
 - b) have a notice and agenda be posted at least 72 hours in advance of meeting.

The School Site Council reviewed and approved these bylaws on _____.

Participating on your School's SSC:

Building Capacity for Student Success

State and Federal Compliance,
September 2015

1

Contents

- > Why participate in the SSC?
- > Requirements for establishment
- > What are the responsibilities of the SSC?
- > Composition and criteria for forming SSC
- > Characteristics of effective SSC

2

Parent involvement is most successful when it is viewed, practiced, and promoted as a partnership between the home, the community, and the school.

Resource: California Strategic Plan for the Education of Parent Involvement.

3

Benefits of Participating on a SSC

- > Provide and Receive training on your school's performance and program of study.
- > Review your school's programs for effectiveness.
- > Participate in decision making around school-wide issues involving categorical funds.
- > Strengthen connections with community members and build meaningful relationships.

4

Benefits of Participating on SSC (continued)

- > Gain knowledge of student academic progress.
- > Exercise family and community leadership in collaboration with the principal, school staff and students.

5

Composition of SSC

Education Code section 64001

The council shall be composed of the principal and representatives of: teachers selected by teachers at the school; other school personnel selected by other school personnel; parents/guardians of pupils attending the school selected by such parents/guardians; and, in secondary schools, pupils selected by pupils attending the school.

6

Selection of School Site Council Members

It is the hope of the California legislature that the school site council reflect the school community, including all socioeconomic, ethnic and program groups.

- The law does not specify a particular procedure for the selection/election of SSC members. However, it is in the best interest of the school to have clearly defined procedures that provide opportunities for every member of the school community to nominate and elect their council representatives.
- Each subgroup elects its representatives, i.e. teachers elect their teacher members, other staff elect their representative, and parents/community members elect the voting members.
- Most SSCs use their bylaws to define the procedures to follow for electing members to the council.
- It is important that these procedures and other rules are defined in writing: number of meetings, quorum, replacement of members, and other clarifying regulations.

7

Responsibility of the SSC

- State laws and Ed Code grant the SSC important decision-making responsibilities to affect the operation of the school.
- These decisions should be based on tangible data and a review of the school's past and current academic performance.
- The SSC controls use of categorical budgets through the development and monitoring of the school's CSSSP. No categorical expenditures can be made without their approval.

8

SSC Responsibilities in Detail

1. Develop, revise, and approve the **CSSSP** for annual school board approval (goals, strategies, funding sources, budgets, etc.) and periodically throughout the year for amendments.
2. Review student achievement data (SRI, SBAC scores, reading and math benchmark assessment results, CELDT results, attendance, suspension, etc.).
3. Ensure the various components of the CSSSP are being put into place at the school site. Are strategies for academic success showing signs of effectiveness?
4. Oversee the effectiveness of the strategies and make modifications as needed throughout the school year with an eye on modifications for the coming year.

State and Federal Compliance,
August 2014

9

Questions SSC's should ask:

1. What are the goals and priorities of our school?
2. What data is available to show how well we are achieving our goals?
3. Are there specific groups of students not doing as well as others?
4. What additional supports are available for struggling students?
5. How will we fund those supports?
6. Are there programs not providing any real growth that could be eliminated?
7. How will we know if our programs are effective?

10

Composition of SSC (continued)

At the elementary level, the council shall be constituted to ensure parity between (a) the principal, classroom teachers, and other school personnel; and (b) parents or other community members selected by parents.

Teachers must constitute a majority of staff on the employee side of the council.

The smallest size of an elementary SSC is a 10-member council: 1 principal, 3 teachers, 1 non-teaching staff member, and 5 parent/community members.

11

Community Schools, Thriving Students

Unity creates power, and by working together, as parents, community and educators, we can ensure a quality learning environment for our Oakland Public School students.

We must work together for our schools to succeed and for our children to receive the excellent education they deserve. We are counting on you to lend a helping hand, hold your school accountable for the education of all students and make sure your child is at school and ready to learn every day. Please ask your school principal how you can help.

State and Federal Compliance,
August 2014

12

Contact information

- > State and Federal Programs 879-8808
- > Elaine Tan 434-7760
- > Marcus Silvi 836-9726
- > Wayne Garvin 879-4023

Franklin Elementary School
School Site Council (SSC) Meeting Sign-In Sheet
2015-2016
September 15, 2015

Name (Please Print Neatly)	Signature	Staff	Parent Community	Other
1. Willis Hicks	<i>Willis Hicks</i>	✓		
2. Yvonne Prospects	<i>Yvonne Prospects</i>	✓		
3. Monica Chavez	<i>Monica Chavez</i>		✓	
4. Tram Tan	<i>Tram Tan</i>			✓
5. Andrew Snellings	<i>Andrew Snellings</i>		✓	
6. Van Tuyet Vuong	<i>Van Tuyet Vuong</i>		✓	
7. Thuong Huynh	<i>Thuong Huynh</i>			
8. Nu Vuong	<i>Nu Vuong</i>		✓	
9. PHUONG CHAU	<i>Phuong Chau</i>		✓	
10. Binh Hanh	<i>Binh Hanh</i>			
11. Phan mei Chan	<i>Phan mei Chan</i>		✓	
12. THIEN DAO	<i>Thien Dao</i>		✓	
13. Hiep Huynh	<i>Hiep Huynh</i>		✓	
14. Carolyn Lane	<i>Carolyn Lane</i>		✓	
15. Kieu Nguyen	<i>Kieu Nguyen</i>		✓	
16. Rebecca Aldana			✓	
17. Rebecca Aldana	<i>Rebecca Aldana (Interp)</i>			✓
18. Lenny Snellings	<i>Lenny Snellings</i>		✓	
19. Patricia Volacore	<i>Patricia Volacore</i>		✓	
20. Tania L Lambelis	<i>Tania Lambelis</i>	✓		

Franklin Elementary School
School Site Council (SSC) Meeting Sign-In Sheet
2015-2016
September 15, 2015

Name (Please Print Neatly)	Signature	Staff	Parent Community	Other
1. Anna Ng	<i>Anna Ng</i>		✓	
2. Depece Bonilla-Hurtado	<i>Depece Bonilla-Hurtado</i>		✓ SSK	
3. SAKHAM SETHAVILAY	<i>Sakham Sethavilay</i>		✓	
4. Ingrid Seyraek	<i>Ingrid Seyraek</i>	✓		
5. Draida Lerma	<i>Draida Lerma</i>	✓		
6. David Kuen				✓
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