



**OAKLAND UNIFIED
SCHOOL DISTRICT**

Community Schools, Thriving Students

School Site Council (SSC) Formation Essentials 2015-16



Presented by Office of Accountability Partners

Presented to OUSD Parents, Students, Teachers, Students, Staff, and

SSC Members

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What is the School Site Council (SSC)

A School Site Council (SSC) is the representative body tasked with developing, monitoring, and approving the school's strategic site plan (SPSA) and all related categorical expenditures. The SSC is the key deliberative body for the allocation of Title I funds and other resources to improve academic outcomes for all students and as such should be representative of the school community.



Responsibilities of the SSC

- Analyze and evaluate the academic achievement of students.
- Monitor, develop and approve the school site plan (SPSA).
- Revise expenditures, timelines and evaluation criteria outlined in the plan as needed.
- Participate in all local, state, and federal reviews of the school's program for compliance and quality.
- Evaluate the effectiveness of the school's progress towards meeting the plan goals.
- Ascertain the school's needs assessment for EL students and develop a detailed school plan for EL students academic success.
- Involve English Learner parents in stressing the importance of regular school attendance.



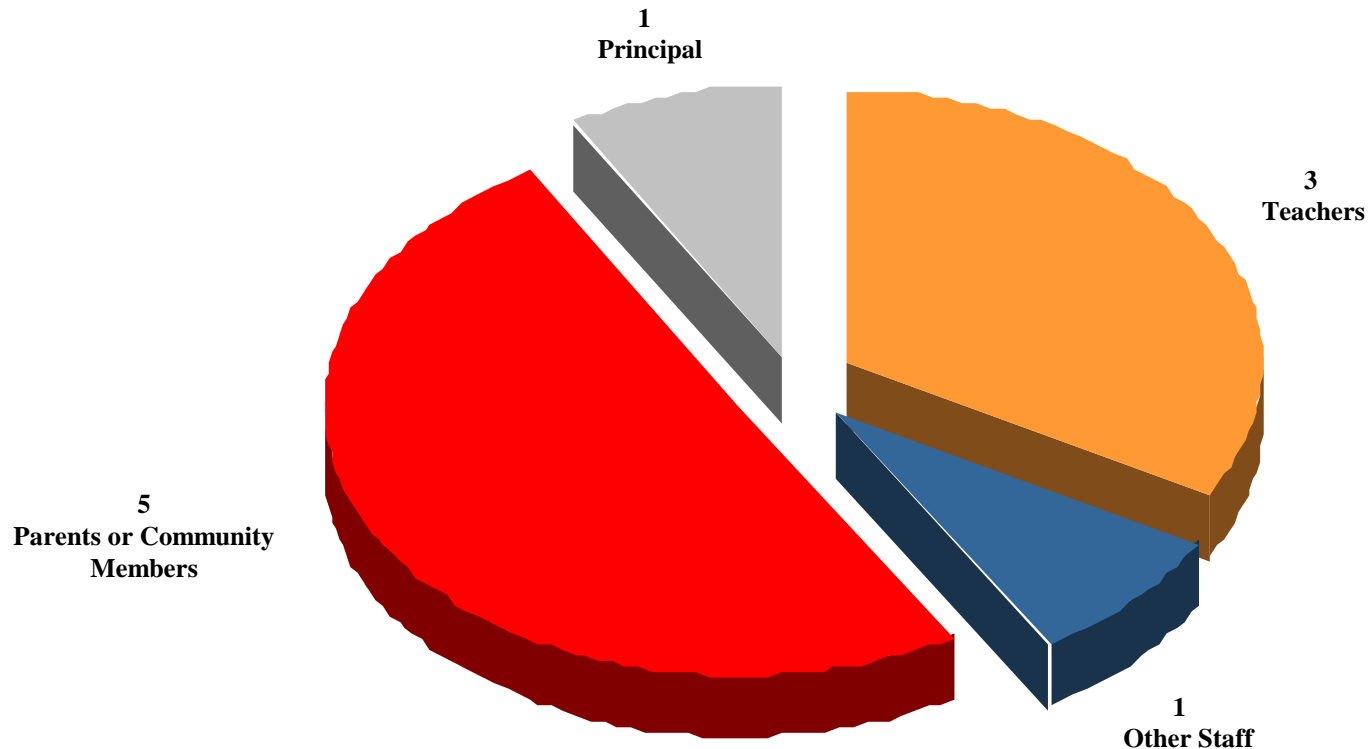


Composition of SSC

- Consist of an equal number of school staff and parent/community members.
- Site leaders are de facto members of the SSC.
- Classroom teachers comprise a majority of persons representing school staff.
- Elementary sites require a minimum of 10 members.
- Secondary sites require a minimum of 12 members.
- Student members are required at the high school level and optional at middle schools.
- SSC's must remain parity between school and community members proportional to their size.



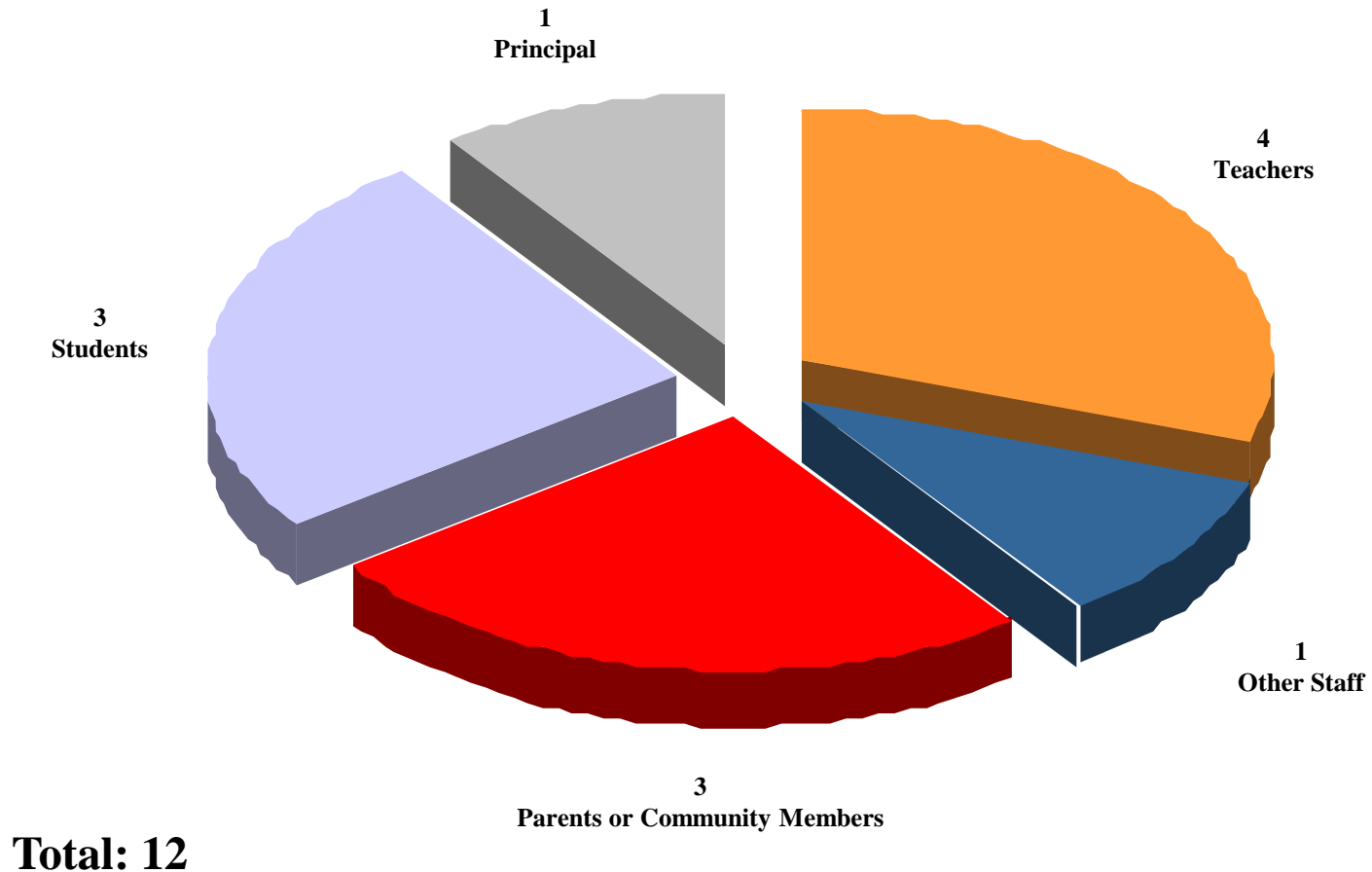
Sample Composition of an Elementary School



Total: 10



Sample Composition of an Secondary SSC with Students (Required at the High School Level)





Selection of Members

- The means of selecting council members are not specified in law, except members are to be chosen by peers.
- Nominations for parent/community members should include sufficient time for notification and collection of the names nominated.
- Parents of students at the school who attend the establishment meeting select the SSC members either by show of hands or through ballots.
- Once the SSC is established, officers are selected.





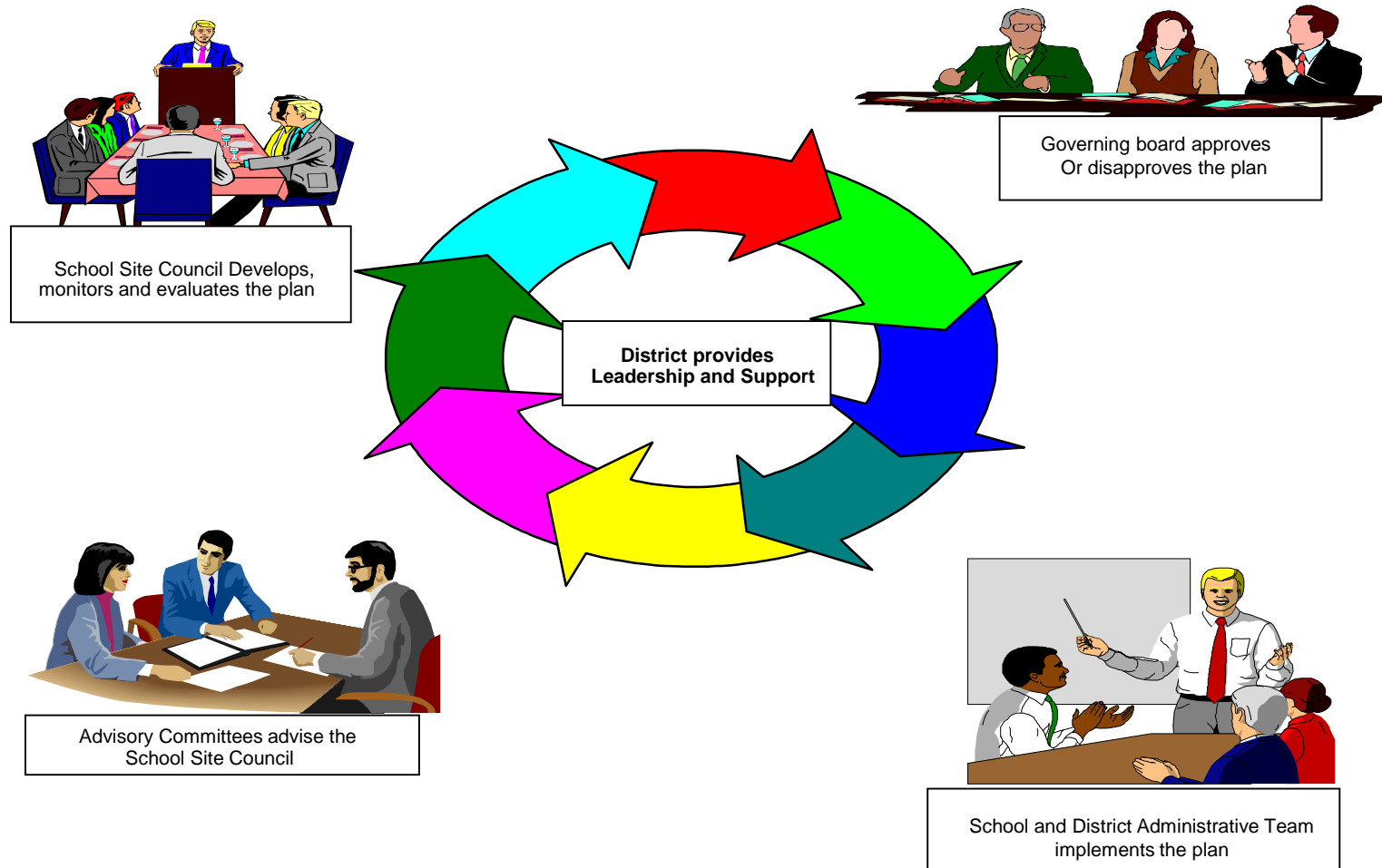
SSC Officers

In order to conduct business effectively, the council will need officers with stated responsibilities and authority including the:

- **Chairperson:** Preside at all meetings; sign all letters, reports and other communications; collaborates with site leader on which items will be placed on the agenda.
- **Vice Chairperson:** Represent the chairperson or Council when needed in lieu of the chairperson.
- **Secretary:** Take and maintain minutes of all regular and special meetings; provide copies of minutes to all council members and district staff; maintain a list of the addresses, phone numbers of each council member.



Development and Implementation of the Single Plan for Student Achievement





Adoption of Bylaws

It is required that all schools site councils adopt bylaws to codify the various components of the School Site Council including but not limited to:

- Size of the SSC (composition is defined under state law but) length of term for officers.
- Rules for transferring or terminating an individual's membership.
- Transfer of membership.
- Filling vacancies both of officers and general members.
- Frequency of meetings.
- Process for establishing standing or special committees.





Standing and Special Committees

SSC's may establish standing or special committees to assist the SSC in its work to:

- Gather and analyze data to inform budgetary decisions.
- Provide strategies for improving instructional practices.
- Receive input from representative groups: English Learner parents, African American parents, and other identified communities.
- Unless explicitly outlined in the bylaws, the SSC chairperson appoints members of the standing or special committees and determines the membership terms.





Canceling SSC Meetings

Except in the case of an emergency or imminent threat of harm or safety concerns, the SSC Chairperson must be contacted and agree before any SSC meeting is canceled.





Rules of Order (Greene Act)

- School Site Councils must operate according to the requirements contained in the Green Act.
- Meetings must be open to the public.
- All agendas should include time for public comments that address the council on any item within the jurisdiction of the council.
- Notice of the meeting must be posted at the school site or other accessible place at least 72 hours before the meeting.
- Notices must specify the date, time, and place of the meeting as well as the agenda.





Rules of Order (Greene Act cont.)

- Any item not described on the posted agenda may be considered if by unanimous vote of the members, the SSC finds a need for action unknown when the agenda was posted.
- Questions and or comments that have no impact on pupils or the Title I program need not be listed on the 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.





Records

All documents from the School Site Council meetings should be maintained at the site for five years. These include:

- Flyers
- Agendas
- Sign-in sheets
- Minutes
- SSC Membership Roster
- SSC Bylaws
- Any documents provided for review



EVERY STUDENT THRIVES!



Thank You!!!



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