

- 2021-22 SSC Bylaws
- SSC meeting **agenda** and **minutes** (documenting SSC membership election results, the introduction of new SSC members, approval of 2021-22 SPSA, and UCP distribution). All members of the SSC should be documented for attendance. During virtual meetings, record attendance in the meeting minutes. During in person SSC Meetings, attendance signatures are required. Attendance may be requested for compliance.
- SSC Election Verification Form
- **Original copy of Annual Requirements for Title I Schools Verification Form (TIVMF)**

Brief Explanation:

The Board of Education **requires that every** district school establish and maintain an appropriately configured School Site Council (SSC). The SSC at each school designates one of its members (parent, community member, or non-administrative member) to serve on the District Advisory Council (DAC) as a voting representative. All parent and student representative members of the site's SSC are automatically alternate DAC members with voting rights.

Principals are required to provide information to the Strategic Planning for Student Achievement Department (SPSA Department) documenting that the SSC configuration appropriately complies with the California Education Code requirements, district policy, and administrative procedures. The information required on the SSC Roster must include the names of all SSC members and the constituent group represented by each member as well as member contact information and tenure. See Strategic Planning for Student Achievement Department Contact Information 2021-22 (**Attachment 15**).

A. Conducting Elections for the 2021-22 School year – SSC Elections can be conducted online for the 2021-22 school year. We recommend using Google Forms. The SPSA Department has created sample ballots using Google Forms, sent to schools, and are available on the department web page. Documentation of election processes must be submitted to the SPSA Department via the SSC Election Verification Form (**Attachment 14**).

B. SSC Configuration; Roster and Bylaws Submission - Education Code 65000 requires that the SSC be configured as follows:

Elementary Schools (Elementary Model) - Minimum of ten (10) members. Elementary schools may have more than 10 members as long as parity between parents/community members and other school staff is maintained.

ELEMENTARY MODEL

Parents/Community Members - 50%	School Staff- 50%
<ul style="list-style-type: none"> ● Parent/guardian must have a child currently enrolled in the school. ● Parent/guardian/community members cannot be employed at the school site. 	<ul style="list-style-type: none"> ● Principal (automatic member) ● Minimum of three (3) Classroom Teachers Classroom teachers must be in the majority ● Minimum of one (1) <i>Other School Personnel*</i>
Minimum of five (5)	Minimum of five (5)

** Other School Personnel is defined as a staff member who is not a classroom teacher and does not have a student roster. The SSC shall design and conduct elections for these staff members to elect their representative. Examples: office staff, resource teachers, education specialists, counselors, custodian.*

Secondary Schools (Secondary Model) – Minimum of ten (10) members. Secondary schools (high schools) may have more than 10 members as long as parity is maintained:

SECONDARY MODEL

Parents/Community/Student Members - 50%	School Staff - 50%
<ul style="list-style-type: none"> ● Parent/guardian must have a child currently enrolled in the school. ● Parent/guardian/community members not employed at the school site. ● Students must be currently enrolled in the school and shall be elected by the entire student body. ● Nomination forms will be made available to students. All students nominated by their peers MUST accept the nomination prior to their name being placed on the official ballot. ● Once the official ballot has been created, the currently enrolled students will vote for student members. 	<ul style="list-style-type: none"> ● Principal (automatic member) ● Minimum of three (3) Classroom Teachers Classroom teachers must be in the majority. ● Minimum of one (1) <i>Other School Personnel *</i>
Minimum of five (5)	Minimum of five (5)

** Other School Personnel is defined as a staff member who is not a classroom teacher and does not have a student roster. The SSC shall design and conduct elections for these staff members to elect their representative. Examples: office staff, resource teachers, counselors, custodian.*

Middle-Level Schools and Schools with Atypical Grade Configurations - Education Code 33133 (c) allows middle schools to choose to have students on their SSCs.

It is important that the SSC is configured according to the guidelines listed above and that all schools meet at least the minimum membership requirements for the correct SSC configuration.

Schools may go above the minimum number of SSC members but must maintain parity. Each constituent group must elect its members i.e., classroom teachers elected by classroom teachers, parents/community members elected by parents, other school personnel elected by other school personnel, and students elected by students. Schools must keep documentation of the current year's elections in their SSC binder including election procedures and results. In addition, election results as well as the introduction of newly elected members and the term of their position must be documented on an SSC agenda and minutes at the first SSC meeting of the new term and these minutes are sent to the SPSA Department. See the following attached documents for suggested templates for an SSC Meeting Agenda (**Attachment 3**) and SSC Meeting Minutes (**Attachment 5**) as well as a sample SSC Meeting Agenda (**Attachment 4**) and a Sample SSC Meeting Minutes (documenting election results and new SSC members) (**Attachment 6**).

Although alternate members are not required, schools *may* choose to designate alternates for a constituent group to fill the remainder of the term of a vacancy in accordance with site SSC Bylaws. Alternates are not voting members of the SSC unless they are voted in by the SSC as permanent SSC members and the SPSA Department approves a new roster.

SSC Roster – Elections for the 2021-22 SSC and the first SSC meeting of the new term must be held prior to October 5, 2021. The SSC Membership Roster (**Attachment 1**) must be completed and submitted to the SPSA Department no later than October 5, 2021.

Bylaws - All SSCs are governed by a set of bylaws. Each SSC should review and revise the current bylaws and document this action in the SSC minutes. SSC Bylaws must be submitted to the SPSA Department by October 29, 2021. See *Sample - SSC Bylaws* (**Attachment 2**) from the California Department of Education (CDE) for guidance.

Schools that do not submit a SSC roster, or that submit a roster that does not reflect a correctly configured SSC with appropriate membership will be unable to spend Title I or CSI funds until a correct roster is submitted and approved.

Approval notices signifying that rosters are correct and complete will be sent via email to principals from the SPSA Department.

C. It is important that all SSC members fully understand their roles and responsibilities. SSC training is required for sites that have not received training during the 2020-21 school year. The SPSA Department will be in contact with the sites that are required to participate in the training. Online training is also available with guidance from the SPSA Department. Per Education Code section 64001, the SSC is responsible for overseeing the School Plan for Student Achievement (SPSA) and proposing the expenditure of funds available to the school through the following categorical programs:

- Title I (Resource Code 30100)
- Title I Parent Involvement (Resource Code 30103)
- Title I Supplemental Funds (Resource Code 30106)
- Comprehensive School Improvement (Resource Code 31820)

The SSC may wish to adopt and follow Robert's Rules of Order (**Attachment 18**) as its parliamentary guidelines. These rules should be used to assist in the conduct of the committee's work and not be allowed to become an obstacle. Too many rules may create an unnecessarily

formal atmosphere. SSCs should adopt only those rules necessary to keep a meeting moving or settle a disagreement.

D. English Learner Advisory Committee (ELAC), Ed Code section 35147(c); 52063; 52176(b) (c); 62002.5; and 64001(a) - The SSC must comply with all tasks and legal responsibilities of the English Learner Advisory Council (ELAC) if the ELAC has voted (annual requirement) to have the SSC act as the body responsible for its duties.

The SSC must receive training outlining the additional legal responsibilities, including advising principals and staff about issues relating to programs and services for English Learners (ELs), conducting an EL School Needs Assessment, reviewing and discussing the school's annual language census, and establishing and following through on plans to make parents aware of the importance of regular school attendance.

The ELAC or the SSC (if it has ELAC authority) also elects or assigns a representative to attend District English Learner Advisory Committee (DELAC) meetings.

E. District Advisory Council for Compensatory Education (DAC) - The SSC at each school designates one of its members (parent, community member, student or non-administrative member) to serve on the DAC as a voting representative.

The DAC serves as a representative body for all schools and meets with district staff for "meaningful consultation" on state and federal funding, programs, and compliance issues. It is important that each school be represented on the DAC. The DAC representative should be an advocate for the school and committed to attending DAC meetings regularly, provide informed input to discussions and decisions, and share information regularly with the SSC.

Please identify your DAC representative and alternate representative(s) on the SSC Membership Roster, Ed Code section 52063. Per DAC bylaws, all parent and student representative members of the school SSC are automatically alternate DAC members with voting rights. The SSC Membership Roster for all schools must be on file in the Strategic Planning for Student Achievement Department to verify DAC membership.

Only DAC representatives and/or alternates identified on the SSC Membership Roster are eligible to vote on action items at DAC general meetings. It is imperative that the SSC Membership Roster reflecting a correctly configured SSC is received by October 5, 2021 and revisions are submitted to the Strategic Planning for Student Achievement Department (SPSA Department) as they occur.

The DAC general body meets on the **third Wednesday of each month, from 6:30-8:15 p.m. via zoom** due to in-person meeting restrictions. The DAC will release directions when the meetings transition to in person. In person meetings are conducted at the Harold J. Ballard Parent Center auditorium, 2375 Congress Street, San Diego, CA, 92110, unless otherwise stated. Childcare and Spanish translation services are provided at the general meetings. The schedule of DAC meeting dates for the 2021-22 school year is attached (**Attachments 7 and 8 in English and Spanish**).

The DAC Executive Board also has monthly open meetings (**Attachments 9 and 10 in English and Spanish**).

E. SSC Training – SPSA Department provides annual and ongoing SSC training. Training provides information about Title I requirements as well as in-depth guidance about conducting SSC elections, the roles and responsibilities of the SSC and its members in implementing, monitoring, and evaluating the School Plan for Student Achievement.

F. Uniform Complaint Procedures- Each LEA shall annually notify in writing, as applicable, its students, employees, parents or guardians of its students, the district advisory committees, school advisory committees, appropriate private school officials or representatives, and other interested parties of their LEA complaint procedures and the provisions of this chapter (**Attachment 16 and 17 in English and Spanish**). The Uniform Complaint Procedures must be distributed to the School Site Council by October 29, 2021 and distribution of this document is tracked on the Annual Requirements for Title I Schools Verification Form (**Attachment 19**).

If you have questions regarding SSC membership or requirements, DAC or you would like assistance with any matter related to SSCs, please call the SPSA Department at (619) 725-5605. Additional resources and information can be found on the SPSA Department website at https://sandiegounified.org/departments/strategic_planning_for_student_achievement.

Thomas Liberto, Director
Strategic Planning for Student Achievement

APPROVED:

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Attachments: Attachment 1 - 2021-22 SSC Membership Roster
Attachment 2 - Sample SSC Bylaws
Attachment 3 - Template SSC Meeting Agenda
Attachment 4 - Sample SSC Meeting Agenda
(documenting election results and new SSC members)
Attachment 5 - Template SSC Meeting Minutes
Attachment 6 - Sample SSC Meeting Minutes
(documenting election results and new SSC members)
Attachment 7 - 2021-22 DAC General Meetings (English)
Attachment 8 - 2021-22 DAC General Meetings (Spanish)
Attachment 9 - 2021-22 DAC Executive Meetings (English)
Attachment 10 - 2021-22 DAC Executive Meetings (Spanish)
Attachment 11 - SSC and SPSA Responsibilities Checklist
Attachment 12 - 2021-22 SSC/DAC Timeline (English)
Attachment 13 - 2021-22 SSC/DAC Timeline (Spanish)

Attachment 14 - SSC Election verification form

Attachment 15 - 2021-22 Strategic Planning for Student Achievement
Department Contact Information

Attachment 16 - Uniform Complaint Procedures (UCP) Annual Notice
(English)

Attachment 17 - Uniform Complaint Procedures (UCP) Annual Notice
(Spanish)

Attachment 18 - Robert's Rule Cheat Sheet

Attachment 19 - 2021-22 Annual Requirements for TIVF