

School Site Councils and Site Planning

Intent of Policy

The purpose of this policy is to support each District school in reaching its goals for improving student achievement. District schools shall participate in state and federal categorical funding programs by establishing school site councils that develop and annually update a Single Plan for Student Achievement (“SPSA”) specific to that school site.

Composition of School Site Councils

Each school site in the District shall have a school site council. Each school site council shall be composed of the following members:

1. The principal;
2. Teacher representatives selected by teachers at the school;
3. Other school personnel selected by other personnel (not teachers) at the school;
4. Parents of students attending the school selected by parents; and
5. **For secondary school sites only, student representatives selected by students at the school. (Ed. Code § 52852.).**

Public Participation

All interested persons, including, but not limited to, the principal, teachers, other school personnel, parents, **and, in secondary schools, students**, have an opportunity to meet in public to establish the council.

Parity for Elementary Sites

The composition of the school site council for elementary sites will ensure that there is parity between the following groups (A) and (B).

Group (A): The Principal, classroom teachers, and other school personnel;

Group (B): Parents and/or other community members selected by parents

If the number of school site council members falling in either group A or group B is larger than the other, the school site council will take steps to make the numbers equal. (Ed. Code § 52852.)

Parity for Secondary Sites

The composition of the school site council for secondary sites will ensure that there is parity between the following groups (A) and (B):

Group (A): The Principal, classroom teachers, and other school personnel;

Group (B): The parents and/or other community members selected by parents and students at the school.

If the number of school site council members falling in either group A or group B is larger than the other, the school site council will take steps to make the numbers equal. (Ed. Code § 52852.)

Teachers Shall Comprise Majority of District Staff on School site council

At both the elementary and secondary site, classroom teachers shall comprise the majority of the District staff members on the school site council. (Ed. Code § 52852.)

District Advisory and Support Groups

The District wide advisory group or the District support group may perform the functions of a school site council provided that the group's composition conforms to this policy and applicable law.

Employees Who Are Also Parents

Employees who are the parents of students in the District are not precluded from serving as parent representatives on a school site council where their child attends if their child attends a school other than the school where they are employed.

Development of Single Plan for Student Achievement (“SPSA”)

Every year, on or before [date] each school site council in the District shall develop a SPSA for the following school year.

The SPSA shall:

1. Address how funds provided to the school through any of the categorical funding sources will be used to improve the academic performance of all students.
2. Identify the schools' means of evaluating progress toward accomplishing those goals.
3. Specify how state and federal law governing the categorical programs will be implemented.
4. Specify any curricula, instructional strategies and materials responsive to the individual needs and learning styles of each student.
5. Specify instructional and auxiliary services to meet the special needs of:

- a. non-English-speaking or limited-English-speaking students, including instruction in a language these students understand;
 - b. educationally disadvantaged students;
 - c. gifted and talented students; and
 - d. students with exceptional needs.
6. Include a staff development program for teachers, other school personnel, paraprofessionals, and volunteers, including those participating in special programs. Staff development programs may include the use of program guidelines that have been developed by the superintendent for specific learning disabilities, including dyslexia, and other related disorders. The strategies included in the guidelines and instructional materials that focus on successful approaches for working with students who have been prenatally substance exposed, as well as other at-risk students, may also be provided to teachers.
 7. Provide for ongoing evaluation of the educational program of the school.
 8. Address other activities and objectives as established by the school site council.

In addition to the general requirements set forth above, the SPSA shall also satisfy the specific requirements, if any, for the categorical programs the school is participating in. (Ed. Code §§ 52850 *et seq.*, 64000 *et seq.*)

Annual Update of SPSA and Budget

Each school site council shall annually review the SPSA and any available federal funds. If necessary, the school site council shall modify the SPSA to reflect any change to the needs and priorities of the school or changes in funding. (Ed. Code §§ 52850 *et seq.*, 64000 *et seq.*)

Board Approval for SPSAs

On or before [Date] of the school year, each school site council shall submit its recommended SPSA to the District board for review. Only those SPSAs developed by and recommended by a school site council shall be considered for review. The board will consider each SPSA at its [next regular] board meeting. When approving an SPSA, the board will certify that the SPSA is consistent with the District local improvement plans required as a condition of federal funding. If the board does not approve an SPSA, the board's decision shall state the specific reasons that the SPSA was denied. The board's decision and specific reasons for denial shall be communicated to the school site council.

Board approval is required for any modifications to an SPSA. (Ed. Code §§ 52850 et seq., 64000 et seq.)

Notice to District Staff Members, Parents, and Students

The principal of each school site shall be informed of the requirements for the development of school site councils and SPSAs. Principals shall be responsible for informing school personnel, parents, and students regarding participation on the school site council and the development of the SPSA.

Categorical Funding Shall Be Supplemental to Other District Funding

The board shall ensure that that funds coordinated by school site councils are used to supplement, not supplant, existing state and local fiscal efforts and that schools which receive the funds shall have base expenditures comparable to nonparticipating schools.

School Site Council Rules and Procedures

Each school site council shall develop rules and procedures governing the following:

1. The size of the council and the number of members in each category (teachers, other staff, parents, students, etc.);
2. Method for electing members to the school site council;
3. Length of terms for school site council members;
4. Selection of officers and length of terms for each office; and
5. Conduct of meetings.

Meeting Requirements

School site council meetings will comply with the requirements under Education Code section 35147:

1. Any meeting held by a school site council shall be open to the public, and any member of the public shall be able to address the school site council during the meeting on any item within the subject matter jurisdiction of the school site council.
2. Notice of the meeting shall be posted at the school site, or other appropriate place accessible to the public, at least 72 hours before the time set for the meeting. The notice shall specify the date, time, and location of the meeting and contain an agenda describing each item of business to be discussed or acted upon.

3. The school site council may not take any action on any item of business unless that item appeared on the posted agenda or unless the school site council members present, by unanimous vote, find that there is a need to take immediate action and that the need for action came to the attention of the school site council subsequent to the posting of the agenda.
4. Questions or brief statements made at a meeting by members of the school site council or public that do not have a significant effect on students or employees in the school or school district, or that can be resolved solely by the provision of information, need not be described on an agenda as items of business. If a school site council violates the procedural meeting requirements of this policy, upon demand of any person, the school site council shall reconsider the item at its next meeting, after allowing for public input on the item.
5. Any materials provided to a school site council shall be made available to any member of the public who requests the materials pursuant to the California Public Records Act.

(Ed. Code §§ 52850 *et seq.*, 64000 *et seq.*)