

**SCHOOLSITE COUNCIL (SSC)**

**RESOURCES**



**SCHOOLSITE COUNCIL (SSC)**

PROCESS CHECKLIST

\_\_\_\_\_ 1. Procedures for electing members are publicized.

\_\_\_\_\_ 2. Membership composition includes proper proportions of parents of participating

students. (Note: to serve on a site’s SSC, parents cannot be district employees at the site, but can be an employee of the district at another site.)

\_\_\_\_\_ 3. Membership includes representatives from:

**Staff (50%)**  **Parent (50%)**

\_\_\_\_\_ Teachers (majority) \_\_\_\_\_ parents/guardians

\_\_\_\_\_ Other staff \_\_\_\_\_ community members

\_\_\_\_\_ Principal \_\_\_\_\_ students (secondary) must equal number of

parents

\_\_\_\_\_ 4. Membership roster is current and reflects elected members.

\_\_\_\_\_ 5. Each member is aware of scheduled meetings.Dates, time, place, and meeting agenda are publicized to the public- **72 hours’ notice required**.

\_\_\_\_\_ 6. SSC members have received appropriate training and materials.

\_\_\_\_\_ 7. Procedures for preparing agendas are well known.

\_\_\_\_\_ 8. Special efforts are made to assure attendance of all persons not present at last

meeting.

\_\_\_\_\_ 9. Minutes of the meetings have been disseminated.

\_\_\_\_\_ 10. Uniform Complain Procedures are provided to SSC members. Document date distributed to council and reviewed in the SSC minutes.

\_\_\_\_\_ 11. All members have verified they know where to obtain copies of current bylaws,

regulations, and program plans for the project on which they are advising.

\_\_\_\_\_ 12. Each member is directly involved in some aspect of:

\_\_\_\_\_ on- going planning of the program

\_\_\_\_\_ implementation and evaluation of the program

­­­­­ 13. The SSC reviews the involvement of parents in school activities, for Title I funded

schools – the Parent Involvement Policy and School Compact

\_\_\_\_\_ 14. SSC is informed of supplementary services for students

\_\_\_\_\_ 15. SPSA implementation progress including the budget progress is reviewed at each

SSC meeting.

\_\_\_\_\_ 16. The SSC knows the evaluation procedures of the program(s).

\_\_\_\_\_ 17. There is a working communication system that disseminates information to all

persons in and around the school, including the committee members and the

community.

\_\_\_\_\_ 18. The Committee is knowledgeable of school categorical budgets and plan expenditures.

\_\_\_\_\_ 19. The Committee is involved in assessing the School Development and Improvement Plan (also known as Single Plan for Student Achievement).

\_\_\_\_\_ 20. The SSC may make recommendations on any phase of the SPSA to the

principal.

\_\_\_\_\_ 24. The SSC receives updates regarding reforms in education.

\_\_\_\_\_ 25. All parents of students being served have had an opportunity to present their

views to the SSC.

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

**School Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**COMMITTEE MEMBERS NEEDED**

**SCHOOL SITE COUNCIL (SSC)**

*(Insert school name here)* is in the process of accepting nominations for our School Site Council (SSC) Committee. The SSC is an elected body composed of the principal, teachers, other school personnel, parents, and (at the secondary level) students.

# RESPONSIBILITIES/DUTIES OF THE SCHOOL SITE COUNCIL MEMBERS:

* Annual work as a team with other advisory group representatives to review and revise the Single Plan for Student Achievement (SPSA) for our school consistent with Sacramento City Unified School Governing Board’s Strategic Plan, approved LCAP and LEA Plan.
* Annually review and revise proposed expenditures of supplementary funds utilized through the SPSA.
* Recommend the SPSA to the local governing board for approval.
* Monitor implementation of the SPSA through the school year.
* Evaluate the effectiveness of the SPSA each spring.
* Regularly attend all scheduled SSC meetings.
* Assist in coordination of the SSC election process.

## APPLICATION FOR MEMBERSHIP AND CONSENT

###### If you are interested in serving on the School Site Council, please complete the attached APPLICATION FOR SCHOOL SITE COUNCIL COMMITTEE ELECTION form and return it to:

###### \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Ballots will be mailed home to all parents on: \_\_\_\_\_\_\_\_\_\_\_\_.

Final election date will be: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Election outcome will be announced on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Questions? Please call: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

School Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

###### APPLICATION FOR SCHOOL SITE COUNCIL COMMITTEE ELECTION

# SCHOOL SITE COUNCIL

# PARENT REPRESENTATIVES

I would like to be a member of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_School Site Council.

*(insert school name*)

Please list your children attending this school:

Student’s Name Grade

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

**I give permission for my name to appear on the ballot.**

**(NOTE: Your name will only will appear on ballot. Your address/phone number will not appear on the ballot.)**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (print name)

**(For school office use only)**

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: (home) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (work) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return this form to the school office by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(date)

Ballots will be mailed on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

(date)

Thank you for supporting our school.

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**

(Insert School Name)

### SCHOOL SITE COUNCIL BALLOT

**□ Teacher □ Parent □ Other □ Write In**

## Please Vote for (#) Candidates

|  |  |
| --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name of Candidate  Grade level of student(s) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name of Candidate  Grade level of student(s) |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name of Candidate  Grade level of student(s) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name of Candidate  Grade level of student(s) |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name of Candidate  Grade level of student(s) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name of Candidate  Grade level of student(s) |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name of Candidate  Grade level of student(s) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name of Candidate  Grade level of student(s) |

Submit ballot to the school office by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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### SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

(Insert School Name)

### SCHOOL SITE COUNCIL BALLOT

**□ Teacher □ Parent □ Other □ Write In**

## Please Vote for (#) Candidates

|  |  |
| --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name of Candidate  Grade level of student(s) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name of Candidate  Grade level of student(s) |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name of Candidate  Grade level of student(s) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name of Candidate  Grade level of student(s) |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name of Candidate  Grade level of student(s) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name of Candidate  Grade level of student(s) |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name of Candidate  Grade level of student(s) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name of Candidate  Grade level of student(s) |

Submit ballot to the school office by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

(Name of School)

### SCHOOL SITE COUNCIL

### Parent/Staff Election Checklist

**Enter date completed. Maintain documentation for CDE Review**

\_\_\_\_\_\_\_\_ 1.Letter to parents entitled “COMMITTEE MEMBERS NEEDED”

with attachment “APPLICATION FOR MEMBERSHIP AND CONSENT”formsent home to parents at the beginning of the school year.

\_\_\_\_\_\_\_\_ 2. Ballots prepared based on the forms submitted by interested

parents.

\_\_\_\_\_\_\_\_ 3. Ballots mailed (email, backpack distribution) out to parents with request to return by a

specified date.

\_\_\_\_\_\_\_\_ 4. Ballots tabulated and election results publicized. Ballots and

election results must be maintained on file at the school site.

\_\_\_\_\_\_\_\_ 5. Develop a published SSC Membership roster

\_\_\_\_\_\_\_\_ 6. Staff was provided an opportunity to select/elect SSC members. Ballots or staff meeting minutes is on file and election outcomes have been publicized. Ballots or minutes reflecting the process and outcome of an election must be maintained for review.

I certify that the above School Site Council Election Procedures were implemented as indicated above.

Principal’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_