



COLD SPRING SCHOOL SITE COUNCIL

AGENDA

October 4, 2017 7:30 am, Library

Call to order

Approval of Minutes (None to approve)

Welcome and Introductions

Roles and Responsibilities

Nomination and Election of Officers

Future agenda items

Next Meeting: November 1 at 7:30 am

Distribution: Dr. Amy Alzina, Jean Gradias, Amy Campbell, Lara Wooten, Dr. Conny Santa Cruz, Erin Goligoski, Angela D'Amour, Michelle Nestlerode, Mike Marino, Cynde Boller

Cold Spring School District

School Site Council Handbook

2017-2018

Introduction

The Cold Spring School Site Council (SSC) is intended to be a decision-making body that represents all stakeholders of the school community. The California Department of Education and the Cold Spring School District have developed laws, procedures, and policies that require and support the functioning of the SSC.

The District's support of the Cold Spring School Site Council is based on three common-sense principles:

- Individuals closest to the students should be more involved in making significant decisions affecting the instructional program of the school.
- A plan to improve education at a school receives more support when people understand and/or help create that plan.
- When families participate in a variety of ways in their children's education, including decision-making, their children and the school are more successful.

The key to a successful SSC depends on a good working relationship among all members of the Council. Each member shares a unique perspective and knowledge of the students' needs. They advocate for the needs of the groups they represent, yet recognize that their decisions affect all of the students in the school. The Superintendent/Principal and teachers can contribute background knowledge in instructional practices; parents can provide insights on how effective the school and its educational programs are in providing for the needs of their own children; and community members can offer their perspective regarding the perceived success of their neighborhood school. Other personnel at the school, such as counselors, instructional aides, and clerical staff can share insights on how the school can function efficiently to support student learning.

One of the primary responsibilities of the Cold Spring School Site Council is to oversee the annual development, monitoring, and revision of the Single Plan for Student Achievement (SPSA), including allocating resources to support the programs, services, and actions identified in the plan. The SPSA is a living document that highlights academic programs, goals, and rationales that serve to address the academic and emotional needs of all students in the school. It is meant to align with and can therefore be developed in tandem with the District's annual Local Control and Accountability Plan (LCAP).

There should be continual communication between the SSC, the Superintendent/Principal, the teaching staff, support staff, all other school advisory committees, parents, and community members to ensure that each group supports the other.

By working cooperatively, all stakeholders of the Cold Spring community can ensure that our SPSA and our LCAP appropriately focus resources on goals

and improvement strategies that will result in all of our students meeting high standards.

Responsibilities of the Cold Spring School Site Council

The Cold Spring SSC provides:

- an opportunity to develop shared leadership between school staff, administration, parents, and community members
- an opportunity to interact with and improve communication between school staff, administration, parents, and community members
- an open forum to discuss educational issues and programs, and to make decisions about improving the academic achievement of all students
- a way to educate members regarding curriculum, educational programs, and categorical funding

The SSCs responsibilities and attendant duties include (but are not limited to):

Single Plan for Student Achievement (SPSA):

- Analyzes/evaluates student academic achievement data.
- Conducts an annual needs assessment regarding improving academic achievement
- Conducts an annual survey of the current parents regarding Cold Spring School's overall educational program.
- Seeks input/recommendations from all school stakeholder groups regarding academic improvement.
- Develops, monitors, and revises the Single Plan for Student Achievement (SPSA).
- Develops/approves the Categorical Fund budget that supports the goals and strategies/actions outlined in the SPSA
- Recommends the SPSA to the Cold Spring Governing Board for approval
- Reviews annually and updates/modifies the school plan/ budget to reflect changing needs and priorities as they arise with the school community.
- Assists in determining if the SPSA is effectively meeting school goals by using the monitoring tools provided by the district (i.e. school measurable, data analysis, needs assessment, etc.)
- Participates in LEA (District), State, and Federal reviews of school program (i.e. FPM)

Local Control Accountability Plan (LCAP)

- Conducts an annual survey of all District stakeholders regarding LCAP goals, strategies/actions, and budget expenditures
- Plans and hosts each spring a series of current parent/community town halls/meetings to gather input regarding LCAP goals, strategies/actions, and budget expenditures.
- Reviews annually and recommends approval by the Governing Board of the Local Control and Accountability Plan (LCAP) goals, strategies/actions, and budget expenditures.
- Participates in LEA (District), State, and Federal reviews of school program (i.e. Federal Program Monitoring (FPM))

Curriculum Forum Committee

- Ensure that the curriculum that is used by the teachers is current, and that curriculum changes have input from stakeholders who will be using the content with students.

Site Councils also provide venues for discussion of curriculum-related issues throughout each school year. Although each Site Council develops its own schedules, procedures and formats for these discussions, topics typically include the following:

- Discussions related to that year's curriculum adoption. These address curriculum review and textbook evaluation involving teachers and students at that school, including collaboration at that school site and articulation with peers at other PUSD schools and District wide, and activities within the Curriculum Forum (see below) applicable to that school.
- Activities related to implementation of recent adoptions. These address teachers', students' and families' experiences as curriculum adoptions from the preceding years are actually implemented at the school. These discussions identify which aspects are going well, which are proving problematic, and what is being done to ensure that curricula, textbooks and other efforts are achieving educational goals.
- Standardized test results are presented, including attempts to interpret their implications for students' achievement and wellbeing.
- Other issues related to curriculum, programs, and services. These may include discussions of homework levels, counseling and support efforts, and enrichment activities (including application of differentiated instruction and the school's participation in the District's Gifted and Talented Education (GATE) program).
- Professional development activities and equipment acquisitions.

Title 1 Parent Involvement Policy and Home-School Compact

- Develops a School Site Title I Parent Involvement Policy /Action Plan that meets requirements and is given to all parents. Reviews the policy annually and updates as needed
- Develops a Home-School Compact to establish communication between home and school that is given to all parents. Reviews the Home-School Compact annually and updates as needed.

Comprehensive School Safety Plan

- Reviews annually and recommends approval by the Governing Board of the Comprehensive School Safety Plan.

Discipline/Behavior Plan

- Reviews annually and recommends approval by the Governing Board of the Cold Spring School Discipline/Behavior Plan.

School Accountability Report Card (SARC)

- Provides advisory input to the Superintendent/Principal regarding the SARC.

Annual Notification to Parents/Guardians

- Provides advisory input to the Superintendent/Principal regarding the Annual Notification to Parents/Guardians

Advisory Committees

• In accordance with the SSC Bylaws and Governing Board policies, the SSC may appoint committees or individuals to perform tasks that assist the SSC in accomplishing its goals. Appointed committees and individuals serve at the pleasure of the SSC and are advisory to it.

consideration.

Encourages parents and community members to become involved at their school

- Plans and hosts a yearly series of lectures/informational meetings for current parents/community members on educational issues of interest (for example: technology, social media, bullying, gifted education, junior high school readiness, emotional education, mindfulness, California state content standards, etc.). The purpose of these meetings is to promote discussion about Cold Spring School, obtain input and advice regarding community needs, and to improve public understanding of education and educational issues.
- Develops and maintains a comprehensive system of communication and information sharing between school staff, administration, the Governing Board, current parents, and community members. This may include, but is not limited to: email announcements, District website design and maintenance, weekly email newsletter to current parents (Wednesday Word), regular (quarterly, at least) newsletters to the District community, etc.

School Site Council Bylaws

- Annually reviews the SSC Bylaws and makes changes/additions as appropriate.

Meetings and Agenda Items

- Establishes an annual meeting and governance calendar
- Determine

Training

- Cooperates with the Superintendent/Principal to establish and organize a schedule for training for SSC members to learn about their roles and responsibilities.

Recordkeeping

- Maintains records of all SSC meetings, activities, membership, elections, reports and documents

Become involved in carrying out various activities assigned to SSC by the District, Governing Board, and state and federal laws

Characteristics of an Effective School Site Council

An effective School Site Council:

- focuses on improving student achievement for all students;
- maintains a high degree of collaboration;
- provides opportunities for shared leadership;
- demonstrates good problem solving skills;
- encourages the use of good listening skills and allows all members and the public to freely express opinions and points of view;
- recognizes and respects the individuality and creativity each member brings to the team;
- comes prepared with their materials and good ideas;
- communicates with the larger school community about their progress;
- seeks out information from the broader school community; and
- utilizes a procedural guide such as Roberts Rules of Order to assure that meetings are properly managed.

In addition, it is important for every SSC member to remember that their council membership represents a group within the school community. The various council members (parents/community members, teachers, and other staff) were selected/elected to represent the collective interests of all their peers. Personal interests or biases should not be a council member's focus. Council members should keep the following guidelines in mind when making decisions:

- Decisions must be legal and follow District Governing Board policy.
- Decisions must be compliant with the laws and regulations for each state and federal categorical program.
- Decisions must be within the budget.
- Decisions must be ethical.

Roles and Duties of SSC Officers and Members

At the first meeting of the school year (generally in September), the SSC will elect officers for the year, including a Chairperson, Secretary, and Parliamentarian. Following are the duties of the officers and the other members.

All members of the SSC are equal voting members and all may suggest motions and future agenda items. The Governing Board liaison is not a member of the SSC and does not have a vote.

Chairperson (*The Chairperson should not be limited to any particular group and should not be the Superintendent/Principal.*)

- is elected by a majority (more than half of the members) to serve as the leader of the group
- presides over all SSC meetings, ensuring that they are conducted according to the agenda
- assures that the agenda is prepared; assists the Superintendent/Principal in preparing the agenda
- leads orderly discussions that offer each member a chance to speak for or against a motion
- encourages members to participate in meetings and activities of the SSC
- ensures that a set of by-laws exist and are being used
- signs the Single Plan for Student Achievement (SPSA) and the Consolidated Application cover page assuring that the SSC has been involved in developing the SPSA
- leads orderly discussions that offer each member a chance to ask questions and express his/her opinion
- may enter into discussions to help clarify or summarize an issue or topic
- delegates tasks to other SSC members
- has readily available key documents of the SPSA
- begins and ends meetings on time
- schedules additional meetings, if necessary

Vice Chairperson (*The Vice-Chairperson should not be limited to any particular group and should not be the Superintendent/Principal.*)

- performs the duties of the Chairperson in his/her absence
- may be responsible for heading a special sub-committee

Secretary (*The Secretary should not be limited to any particular group and should not be the Superintendent/Principal.*)

- writes detailed minutes of each meeting, including:
 - names of people speaking during meetings, when appropriate
 - topics discussed
 - motions made referencing who made the motion, who seconded the motion, any discussion regarding the motion, and the final vote tally regarding the motion
 - tasks assigned – to whom assigned and when they will be completed
 - topics for next meeting
- ensures that sign-in sheets are provided and used
- maintains an accurate list of members

- ensures that necessary communications go out to officers and members concerning business of interest to either group
- maintains all records of the SSC, including: meeting calendars, agendas and supporting documentation, sign-in sheets, minutes, correspondence, all election records (including ballots and meeting minutes), membership lists, the SPSA and any other documents or reports that the SSC either created or contributed to.
- is responsible, along with the SSC Chairperson, for posting the SSC meeting agendas on the District website as well as paper posting them in the glass-fronted cabinet outside Room 1.

Parliamentarian

- advises Chairperson and other members on parliamentary procedure
- may never make a ruling on parliamentary procedure (only the Chairperson may make such a ruling)
- is familiar with Robert's Rules of Order if SSC has chosen to follow those procedural rules

SSC Member

- regularly attends SSC meetings
- arrives on time and is prepared to discuss all agenda items
- focuses on improving achievement for all students
- actively participates in SSC discussions, including expressing the views of groups they were elected to represent
- actively participates in SSC duties, including serving on special committees
- serves the full term of elected period
- communicates knowledge and concerns to the SSC, the Superintendent/Principal, the Governing Board, and the community
- is an advocate for improved public education
- assists with the development and monitoring of the Single Plan for Student Achievement (SPSA), including the categorical fund budget
- attends any and all training sessions for SSC members to become familiar with duties and responsibilities

Parent Center information
 Cultural components
 Common Core State Standards
 Behavioral Management Techniques
 Literacy
 How to help with homework
 Parent Clubs
 Community Resources

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- Other Topics
- Presented by parents or by the needs assessment

The following Agenda Items are required to be included and acted upon each year by the SSC:

Agenda Item	Action Mandated by
<i>Approval of SPSA annual updates</i>	Ed. Code 64001
<i>Approval of categorical budget</i>	Ed. Code 64001
<i>Discussion and approval of Home/School Compacts</i>	Mandated by Title 1
<i>Discussion of Parent Involvement Policy and Action Plan</i>	Mandated by Title 1
<i>Approval of additional Action Plans</i>	
<i>Discussion of any allocations of discretionary funding that may be received from State or Federal funds</i>	Ed. Code 64001
<i>Review of Bylaws – needs to be done as necessary when there are new members If there are changes to the Bylaws, members must approve of the changes</i>	
<i>Annual training of SSC members</i>	

and Fall issues of the quarterly District newsletter; and posted on the school's marquee.

- Nominations will be accepted in September.
- If there are fewer or equal nominees than there are positions vacant, the nominees will automatically be accepted as representatives.

All election ballots and result records will be maintained (with all School Site Council records) at the school site for seven (7) years.

ARTICLE IV Officers

Section A: Officers

The officers of the Council shall be a chairperson, vice-chairperson, secretary, and other officers the Council may deem desirable.

The Chairperson shall:

- Collaborate with the Superintendent/Principal in developing agendas and reviewing minutes prior to posting.
- Preside at all meetings of the Council.
- Sign all letters, reports, and other communications of the Council.
- Perform all duties incident to the office of the Chairperson.
- Have other such duties as are prescribed by the Council.

The Vice-Chairperson shall:

- Represent the Chairperson in assigned duties.
- Substitute for the Chairperson in his/her absence.

The Secretary shall:

- Keep minutes of all regular and special meetings of the Council.
- Transmit true and correct copies of the minutes of such meetings to members of the Council and to the following other persons:
_____.
- Provide all notices in accordance with these Bylaws.
- Keep a register of the complete contact information of each member of the Council, the Chairs of all school advisory committees, and others with whom the Council has regular dealings, as furnished by those persons.
- Perform other such duties as are assigned by the Chairperson or the Council.

Section B: Election and Terms of Office

The officers shall be elected annually, at the October meeting of the Council, and shall serve for one year, or until each successor has been elected.