

# REACH School Site Council Training

Welcome new members!



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# 1. Primary Purpose of School Site Council

What is the School Site Council and how does it function at REACH?

# Did you know?

The SSC is a legally required decision-making body for any school receiving federal funds.

A School Site Council (SSC) is a group of teachers, parents, administrators, and interested community members who work together to monitor a school's improvement plan and budgets aimed at improving the academic achievement of ALL students, primarily focusing on closing the achievement gap for particular groups of students (Economically Disadvantaged, English Learners, and Special Education).

# How does it function at REACH?

At some schools, the SSC must develop and review the SPSA or School Plan for Student Achievement. Under Assembly Bill 716, single school districts and charter schools are allowed to utilize the LCAP to serve as the SPSA.

Our LCAP or Local Control and Accountability Plan at REACH also functions as our improvement plan or SPSA. The REACH School Site Council (RSSC) is responsible for reviewing our LCAP, using verifiable state data and feedback from the community.

# Using this data, the RSSC will determine if

**1**

Goals are  
being met

**2**

Goals are still  
relevant

**3**

Whether any new priorities  
should be set regarding  
the allocation of funds

# 2. What SSC is NOT...

California has clearly defined guidelines regarding the purpose of a School Site Council and how it should function. In contrast, please review some things that an SSC is not.

# A SSC is not

- **A policy-making body**
- **A political organization**
- **A personnel committee**
- **A grievance committee**
- **A school management committee**
- **A fund-raising committee**
- **An extension of the PTO/PTA or Parent Club**
- **A social group**





# 3. Required Agenda Items

Topics that must be covered each school year

# Required Topics:

**LCAP Review**

**Other Advisory Committee(s) Input**

**ELAC, AAPAC, Special Education Advisory Committee (if applicable)**

**SSC Training**

**Draft or Review Bylaws (highly encouraged)**

**School-Parent Compact**

**Parent and Family Engagement Policy**

**School Safety Plan**

**Uniform Complaint Procedures (UCP)**

Adapted from RCOE

# Upcoming Meeting Info

*\*Meetings are held on Thursdays at 6 PM and are subject to change.*

## 2022-23

- **February 2**
  - Training
  - Review revised bylaws
- **March 16**
  - Officer Elections
- **April 20**
  - LCAP Review
  - ELAC/AAPAC Input
  - Review Parent Survey and send out
  - Review Uniform Complaint Procedures
- **June 1**
  - School-Parent Compact
  - Parent and Family Engagement Policy
  - School Safety Plan
  - Present Survey Results
  - Decide whether goals were met/are still relevant and recommend any new goals or allocation of funds if needed.

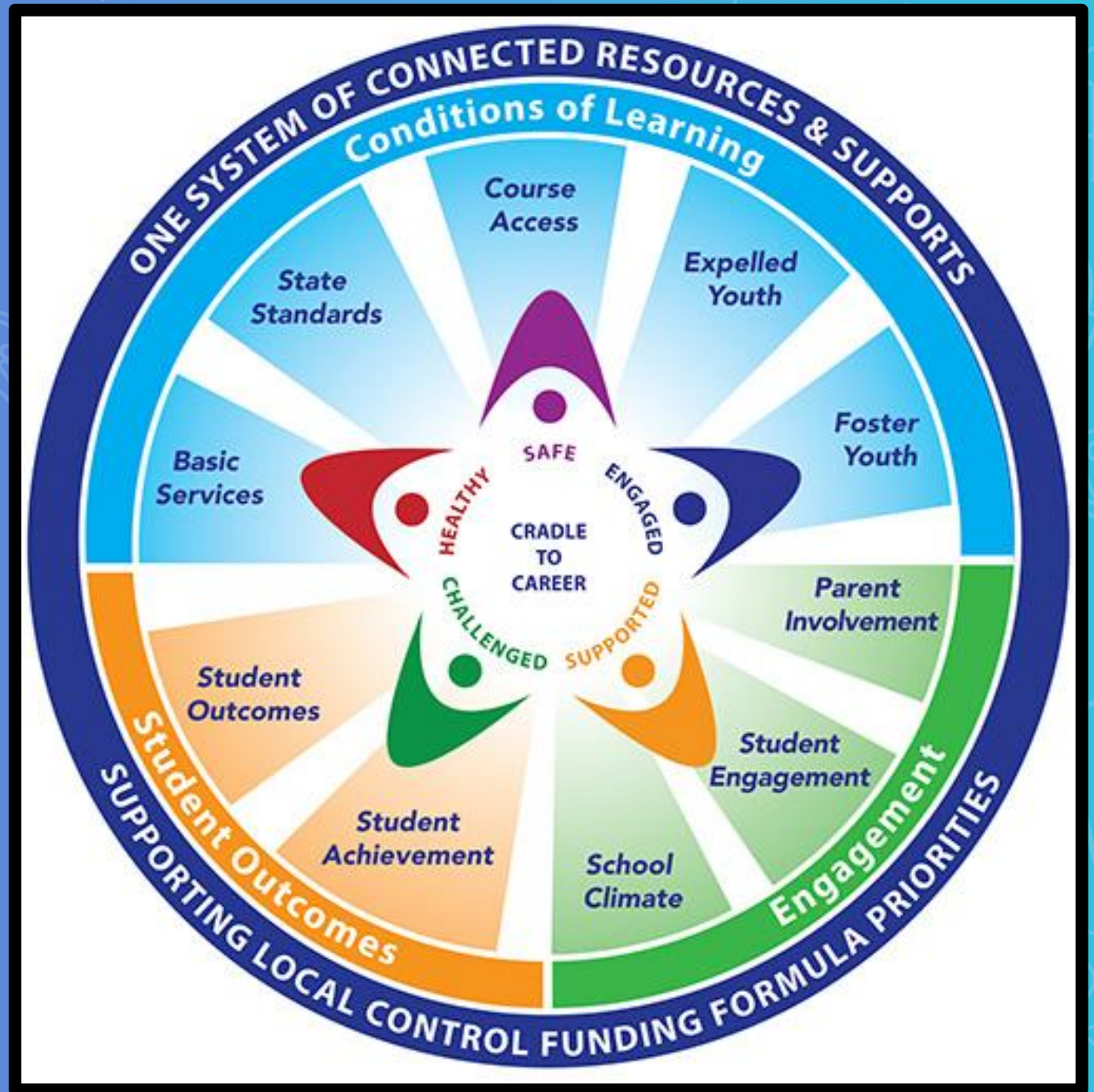
## 2023-24

- **September 21**
  - Training refresher
  - Review bylaws
  - Review School-Parent Compact
  - Review Parent and Family Engagement Policy
  - Review School Safety Plan
- **November 21**
  - LCAP Presentation
- **March 14**
  - Review Parent Survey and send out
- **May 30**
  - Present Survey Results
  - Decide whether goals were met/are still relevant and recommend any new goals or allocation of funds if needed.

# 4. Key Terms Defined

What is LCFF and LCAP?

# LCFF Local Control Funding Formula



# LCFF

## LEAs receive state funding using the following:

- **Base grant** – based on ADA, with adjustments for grades K–3 class sizes and grades 9–12 to support CTE
- **Supplemental grant** – 20 percent of the adjusted base grant multiplied by the LEA’s unduplicated percentage of English learners, low income pupils, and foster youth pupils;
- **Concentration grant** – 50 percent of the adjusted base grant multiplied by an LEA’s percentage of unduplicated pupils above 55 percent
- **Base, supplemental, and concentration grants**, as well as necessary small school allowances, will receive cost-of-living adjustments as provided through the annual budget.



# LCAP

## What is "LCAP"?

The LCAP (Local Control Accountability Plan) is a three-year plan, updated annually, that describes what a district plans to do to support student outcomes. It's a document with a required structure built around ten priority areas, as reflected in the LCFF diagram. Each district's LCAP must include information about how it serves students with different backgrounds, particularly those living in poverty, foster youth, and students who are learning English.




# LCAP

## Why is the LCAP required?

California's main education finance law is known as the Local Control Funding Formula (LCFF). This policy allocates base funding to districts based on the number of students in attendance. Districts receive extra money per student to invest in the education of English language learners, foster youth and children living in poverty.

Districts have considerable flexibility about how to use the money they get. In exchange for this flexibility they are obligated to be transparent about how they spend the money, and on which students. The LCAP is the key instrument for districts to deliver this transparency. The State Board of Education provides districts with a template, organized into priority areas, that districts are expected to use or adapt. The LCFF-LCAP system, passed into law in 2014, was a major legislative achievement of the Brown Administration.



# **5. Requirements and Recommendations**

## **from the Riverside County Office of Education (RCOE)**

Meeting procedures, bylaws, and maintaining documentation

# Requirements of the Greene Act

- ➔ SSC meetings must be open to the public.
- ➔ Public may address the council.
- ➔ Meeting notice must be posted 72 hours in advance.
- ➔ Notice must specify date, time and place.
- ➔ Council action limited by the posted agenda.
- ➔ Questions or information need not be on the agenda.
- ➔ Violations require the item to be reconsidered at the next meeting after public input.

# SSC Bylaws



Although not required, bylaws are important for a well functioning committee



Bylaws define responsibilities, processes and policies



Bylaws can address problems before they arise



Bylaws should be reviewed regularly and updated to address any new issues

# Rules of Order

*Conduct*

**1**

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SSC meetings should be conducted using Rules of Order (Robert's or Institution-specific)

**2**

Provide procedural norms to ensure fairness and orderliness

*Norms*

*Ethics*

**3**

Code of Ethics – agreements about how council members behave

**4**

Council should periodically evaluate how it is functioning

*Self-evaluation*

# Sign in Process

- ★ Required as documentation for compliance monitoring
- ★ Demonstrates quorum met for SSC meetings and actions
- ★ Using a sign in template can demonstrate meeting the composition requirements

# Agenda and Minutes

- Required as documentation for compliance monitoring
- Should be monitored by REACH staff
- Templates help ensure all required topics are covered and required procedures are followed
- Consider who will take minutes
- Agendas and Minutes should be aligned
- Minutes should reflect key decisions being discussed and voted upon regarding the LCAP
- Minutes should reflect the voice of SSC members

# 6. REACH School Site Council Bylaws

2022-23 Bylaws

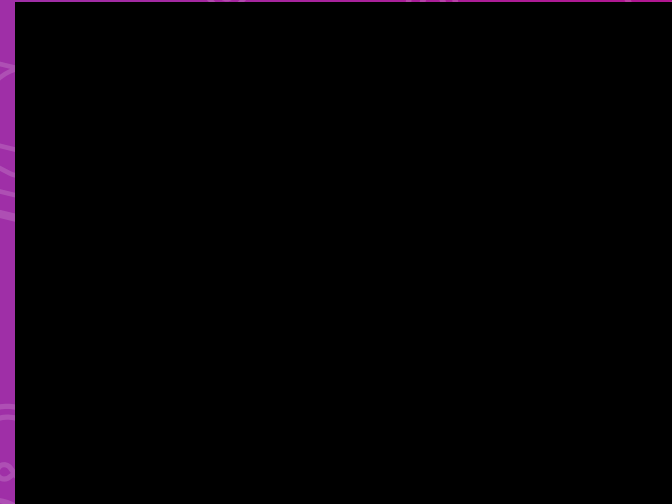


# Additional Resources

- From San Leandro USD, a quick visual aid for understanding LCFF and LCAP Funding



- "Crossroads: The Path to Local Control" (California Collaborative for Educational Excellence)



- **Riverside County Office of Education**  
[SSC Support Page](#)

- **California Department of Education**  
[School Site Council Page](#)



**REACH School Site Council**

