



Janet Yarbrough,
Director of Educational Services
State and Federal Programs
701 N. Madison Street
Stockton, CA 95202
(209) 933-7470

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INFORMATIONAL BULLETIN #2019-0005

DATE: August 6, 2019
TO: Site Administrators
Site Secretaries
FROM: Janet Yarbrough, Director of Educational Services – State and Federal
RE: **SCHOOL SITE COUNCIL REQUIREMENTS SUMMARY**

Welcome to the 2019-2020 School Year!

The State and Federal Program is committed to providing support and consistency related to the Title I funded programs. In order to do this, the School Site Council documents have been significantly updated to maximize the information available to parents, teachers, community and students and to ensure specific components are being met thereby fulfilling programmatic and compliance requirements.

Important Notes

Elections

- There has to be evidence that all positions are elected, including teachers and “other” staff person. Use balloting and keep the ballots and the tally on file.
- Bylaws – Compare the site bylaws to the most recent state template. There is no voting in absentia, members must attend meetings.

Meetings

- Hold a vote for every action item, and show in the minute the motion for the action, the person who brings the motion, the 2nd and the vote (# yes, # no).
- Blanket approvals for budget transfers are not valid and actions will not be supported. Please consult Tiffany Ashworth (ext. 2203 or tashworth@stocktonusd.net) for additional guidance and support.

Templates

- All meetings must use the appropriate agenda and minutes templates. Templates are available in Word format and on the State and Federal Program webpage:
<https://www.stocktonusd.net/Page/2675>

Documentation/Retention

- Title 1 Crate is the web-based system to upload and organize all School Site Council documentation.

Required Actions of the School Site Council

Five annual meetings are required, although each council may meet more often. The following items must be covered as items on the agenda and their evidence must be noted in the minutes of the meeting. Additional items may be added to the agenda, but should not be removed. Revised agenda and minutes templates are available on the State and Federal Program webpage:

<https://www.stocktonusd.net/Page/2675>

Fall 1st Meeting (August/September)

- Review Roles and Responsibilities of the Council and Bylaws
- Election of Members
- Election of Officers of the Council
- Review and Update the School-Level Parent and Family Engagement Policy and School-Parent Compact
- Distribution of UCP Annual Notice
- Review/approve the 2019-2020 SPS A Year 3 Revision
- Review Comprehensive Needs Assessment Status (with data)

Fall 2nd Meeting (October/November)

- Review the evaluation of the 2018-2019 School Plan (SPSA) conducted at the end of the previous year
- Review and update state accountability data and improvement strategies and expenditures for 2019-2020
- Review the School Plan actions and align and approve budgets.
 - Show evidence that the parents gave input on the 1% parent involvement funding
 - State accountability data, strategies and expenditures
 - Show evidence that members gave input on professional development spending
 - Note SSC input & approval of budget in the minutes
- Review Comprehensive Needs Assessment Status (with data)
- Review LCAP presentation (Documentation to be provided by the Director of LCAP)

Winter (December)

- Review the previous year's verifiable assessment data, including data on students who are low achieving or at risk of failure and English Learner students, including LCAP metrics
- Review the implementation of School Plan Actions and Services
 - Adjust the budget as necessary
- Provide input on the use of 2019-2020 funds to support the action items.
- Safe School Plan
- Review Comprehensive Needs Assessment Status (with data)

Spring 1st Meeting (January/February)

- Conduct the annual evaluation of the 2019-2020 School Plan
- Develop the 2020-2021 SPSA School Goals
 - Input and recommendation on the School Plan goals and actions regarding these specific areas of academic achievement, parent involvement, professional development
 - Provide input on the use of funding to support the action items.
- Review and update state accountability data and improvement strategies and expenditures for 2019-2020
- Review Comprehensive Needs Assessment Status (with data)

Spring 2nd Meeting (March/April)

- Finalize the 2020-2021 SPSA
 - Report on input from English Language Advisory Committee
- Align spending to the 2020-2021 SPSA School Goals/Strategies (Actions and Services)
- Review and Approve the 2020-2021 SPSA
 - Note in the minutes the vote on approval and obtain signatures
 - Recommend plan to the Board of Education
- Review Comprehensive Needs Assessment Status (with data)
- Elections for next school year.
- Review LCAP presentation (Documentation to be provided by the Director of LCAP)