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INFORMATIONAL BULLETIN #2019-0010

DATE: August 6, 2019

TO: Site Administrators
Site Secretaries

FROM: Janet Yarbrough, Director of Educational Services – State and Federal

RE: **STATE AND FEDERAL PROGRAMS SSC MEETING DOCUMENTATION**

In an effort to provide enhanced support to the school site and continuity of information throughout the district, sample documents have been created. The following templates are available on the State and Federal programs, School Site Council webpage at: <https://www.stocktonusd.net/Page/2675>.

Elections:

- **Notice of Elections:** The notice may be modified to include just the SSC or other committees, such as ELAC. Typically, the Notice of Election is distributed through the school site's first day packet.
- **Election Ballot:** The ballot may be modified for the intended party/group nominations were submitted for. The party/group may be for teachers, other staff, parents and/or students.

SSC Composition:

- **Membership List - Elementary:** The membership list identifies the composition of the members, the officers and the term. This membership list was adapted to meet the needs of elementary schools as their membership minimum is 10.
- **Membership List - Secondary:** The membership list identifies the composition of the members, the officers and the term. This membership list was adapted to meet the needs of secondary schools as their membership minimum is 12, include student representation.

Meeting Documentation:

- **Sign-in Sheet:** The sign-in sheet records the attendance of members and guests attending the meeting. The agenda also provides for SSC members to sign next to their name, thereby, recording attendance. Roll call attendance is not an allowable practice. Members must be in attendance and cannot attend in absentia.
- **Meeting Notice:** The meeting notice has varied from school site to school site. The recommendation is to use the agenda as the meeting notice. The meeting notice must be posted at least 72 hours from the start of the meeting in a public place that parents and the public will view. The notice must also include the time, date, location of the meeting, and agenda topics so the public can be informed and prepared to discuss.

- **Agenda:** The agenda has been revised and prepopulated with meeting topics required to be discussed. Changes to the agenda must be determined prior to 72 hours before the meeting take place. It is possible to amend the agenda during the SSC meeting by motion and voting.
- **Minutes:** The minutes have been revised and prepopulated with meeting topics required to be discussed. The minutes must convey the details of the discussion and crafted for those not attending the meeting to fully understanding the intent of the meeting topic and.
- **Official Actions:** The form has been developed to assist in recording the official actions of the SSC that involves voting. This is an optional form.

Other Forms:

- **Meeting Calendar:** This template provides an overview of meeting dates and times for public dissemination.
- **Bylaws:** Bylaws are a set of rules of the committee to guidance and control of member actions focusing on the structure, procedures and dispute resolution processes.

For questions and assistance please contact Maylyn Paculba at ext. 2622 or by email:
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