



**OAKLAND UNIFIED  
SCHOOL DISTRICT**

*Community Schools, Thriving Students*

# **School Site Council Formation**

**State and Federal Compliance  
School Support Division &  
Community Schools, Student Services  
Department**



## What is the School Site Council?

The School Site Council (SSC) is the representative shared decision-making body for determining the focus of a school's instructional program including allocating Title I resources, and making recommendations for allocations of LCFF supplemental and concentration funds.



## Responsibilities of the SSC:

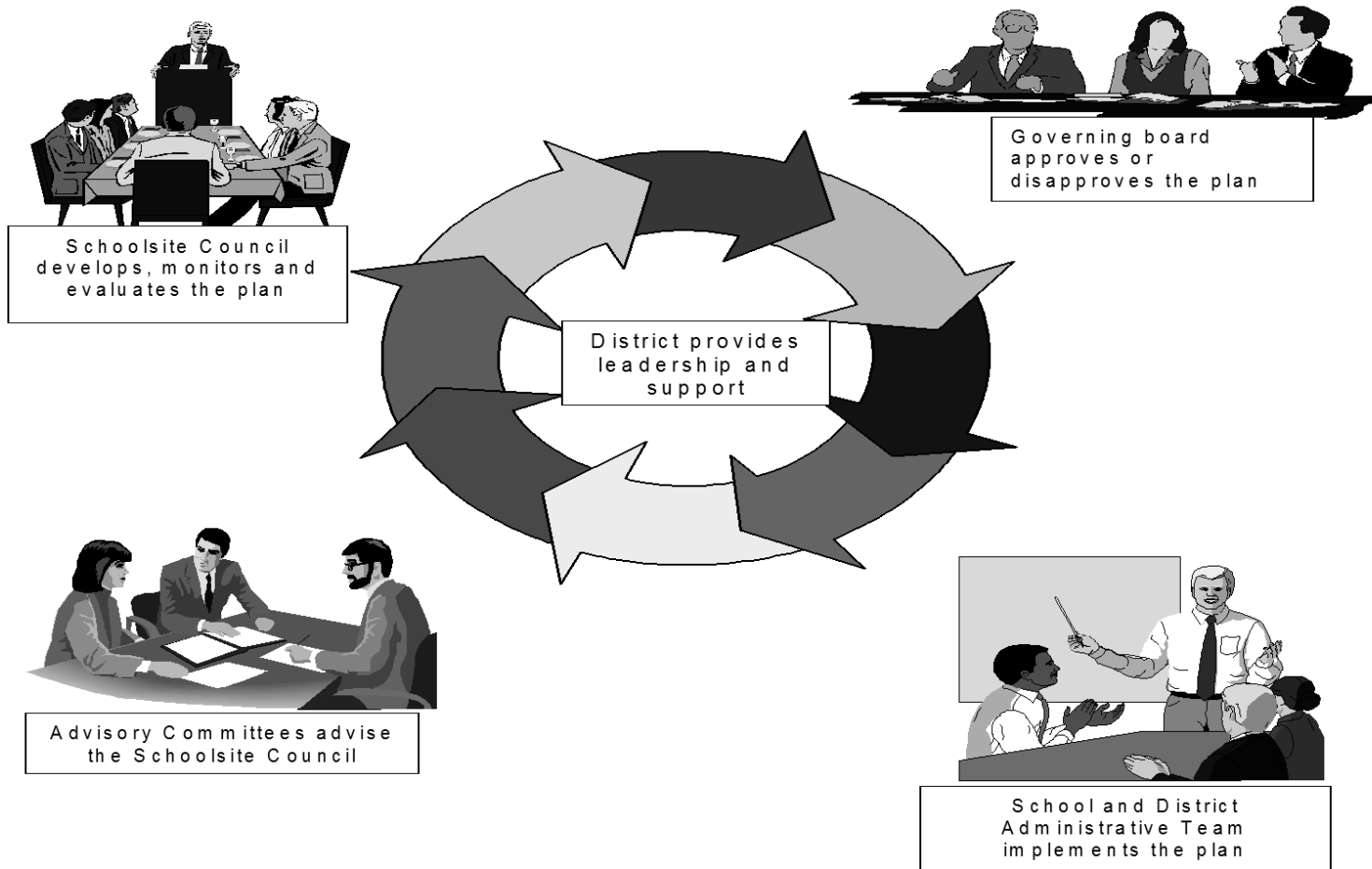
- **Participate in cycle of inquiry / continuous improvement process** - analyze and evaluate the academic achievement of all students in the school.
- **Develop and approve the school plan (CSSSP).**
- **Regularly monitor & revise the school plan** including expenditures, timelines and evaluation criteria as needed.
- **Participate in all local, state, and federal reviews** of the school's program for compliance and quality.
- **Annually evaluate the school's progress towards meeting school goals.** Ensure data for LCAP and OUSD target populations are included and reviewed regularly.
- **Develop a detailed school plan for English Learners** and relevant LCAP and OUSD target populations (Foster, Economic Hardship, Students with Disabilities, Latino, and African American students)



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**FUNCTIONS OF THE DEVELOPMENT AND IMPLEMENTATION OF THE  
SINGLE PLAN FOR STUDENT ACHIEVEMENT**





## Composition of the Council:

**50% of members must be parents, community, and students (high school).**

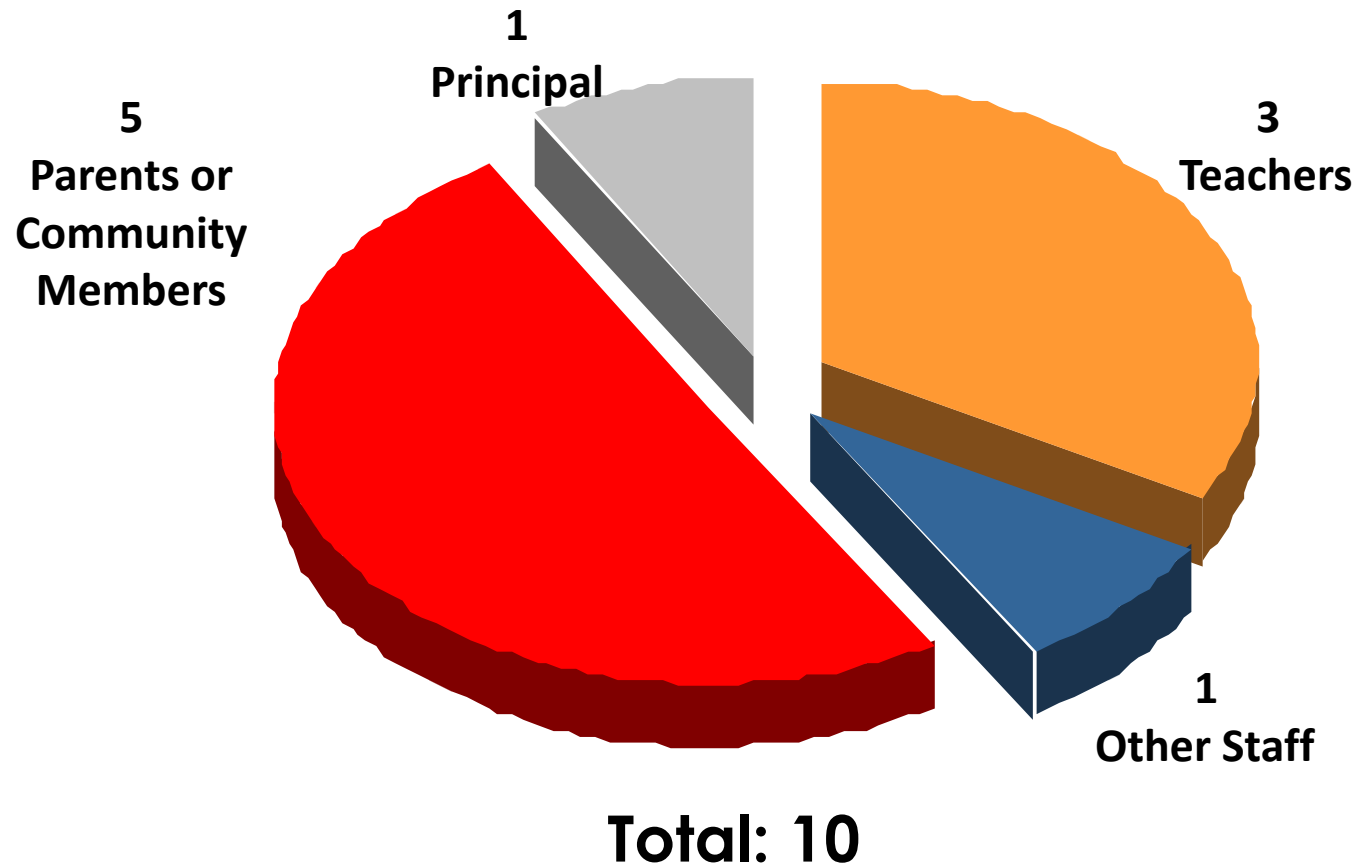
- The majority of these must be parents.
- It is *strongly recommended* that the members reflect the school composition and include representatives from LCAP focus groups (foster, economic hardship, ELL, Students with disabilities, etc.)

**50% must be school staff**

- The majority of school staff must be Classroom teachers.



# SAMPLE COMPOSITION OF AN ELEMENTARY SSC





# IDEAL COMPOSITION OF AN ELEMENTARY SSC

## Demographic Representation of LCAP & OUSD Target Populations

### Ideal:

The 5 Members Represent Relevant  
LCAP & OUSD Target Groups\*:

- 1- English Learner Parent
- 1- Parent of Student with Disability
- 1- Parent of Student with Economic Hardship
- 1 – African American Parent
- 1- Latino Parent

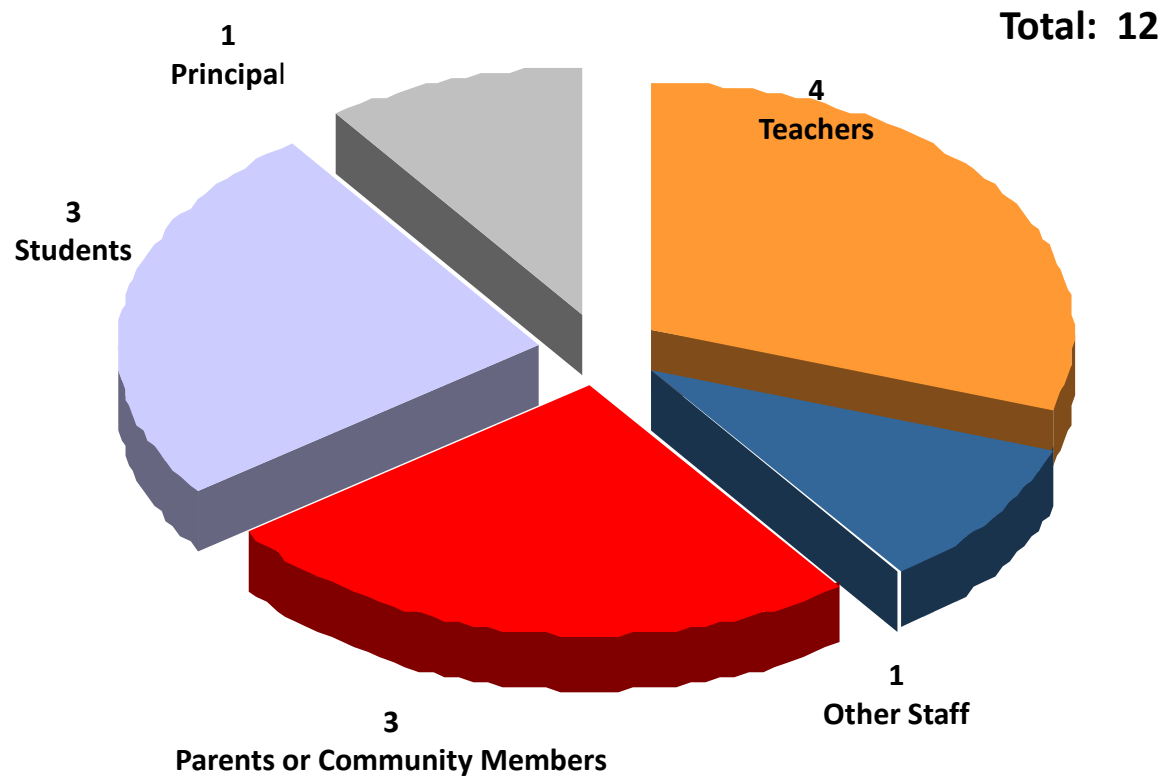
### Alternative:

The 5 Parent/Community  
Members have  
committees/vehicles in  
place to hear from  
Relevant LCAP & OUSD  
Target Groups

**\*Demographic  
Calculation Support for  
Ideal Membership  
Available from Data  
Team**



## SAMPLE COMPOSITION OF A SECONDARY SSC – Students Required at the High School Level







# IDEAL COMPOSITION OF A SECONDARY SSC – Students Required at the High School Level

## Demographic Representation of LCAP & OUSD Target Populations

### Ideal:

The 6 Members Represent Relevant  
LCAP & OUSD Target Groups:

- 1- English Learner Parent/Student
- 1- Parent/Student of Student with  
Disability
- 1- Parent/Student of Student with  
Economic Hardship
  - 1 – African American  
Parent/Student
  - 1- Latino Parent/Student

### Alternative:

The 6 Parent/Community  
Members have  
committees/vehicles in  
place to hear from  
Relevant LCAP & OUSD  
Target Groups

**\*Demographic  
Calculation Support for  
Ideal Membership  
Available from Data  
Team**



## Selection of Members

The principal is responsible for the formation and operation of the SSC. The Principal also provides data & information to the SSC as needed to carry out duties in accordance with district procedures.

- School site council members **must** be selected by peers.
- Notify parent/community members of opportunity to run for SSC far in advance of election date – recommend at least 21 days in advance.
- Advertise process to ensure a variety of stakeholders have opportunity to participate in process (as nominees or as voters) by translating flyers, sharing with subgroups, and including in school materials.
- Organize the “establishment meeting” of the SSC

Elect parents/community members by ballot or show of hands.

- After establishing the SSC members and adopting by-laws, elect officers.



## Officers

In order to conduct business effectively, the council will need officers with stated responsibilities and authority including the:

- **Chairperson** – Preside at all meetings; sign all letters, reports and other communications; perform all duties.
- **Vice Chairperson** – Represent the chairperson or Council when needed in lieu of the chairperson.
- **Secretary** – Take and maintain minutes of all regular and special meetings; provide copies of minutes to all council members and district staff; maintain a list of the address, phone # and term of each council member.



## Adoption of Bylaws

All school site councils **must** adopt bylaws to codify the various components of the SSC. Bylaws may include:

- Size of the SSC (composition is defined under state law, ½ staff, ½ parents/community)
- Recruitment practices to ensure diverse/representative members
- Length of term for officers and/or members
- Officer & member roles/responsibilities/expectations (member duties & leadership qualities such as modeling Social Emotional Learning competencies)
- Rules of Order (such as Gradients of Agreement or Robert's Rules)
- Meeting Norms/Group Agreements
- Rules for transferring or terminating an individual's membership
- Rules for filling vacancies both of officers and general members
- Frequency of meetings
- Process for establishing standing or special committees



## Standing and Special Committees

SSC may establish standing or special committees to assist the SSC in its work to:

- Gather and analyze data to inform budgetary decisions
- Provide strategies for improving instructional practices
- Receive input from LCAP/OUSD representative groups such as English Learner, African American, and families with economic hardship

**Note:** Unless explicitly outlined in the bylaws, the SSC chairperson and principal appoints members of the standing or special committees and determines the membership terms



## English Learner Parent Sub-Committee to the SSC

Even though the requirement for ELAC formation has been waived, it is State and Federal's expectation that all schools with more than twenty EL students create a School Site Council (SSC) **English Learner Parent Subcommittee** (ELPS) to provide input to the SSC on the needs of EL students.

The subcommittee shall consist of parents of EL students to:

- Gather and analyze data
- Examine materials, staffing or funding possibilities
- Propose strategies for improving instructional practice

**Note:** Unless explicitly outlined in the SSC bylaws, the SSC chairperson and principal appoints members of the English Learner Parent Subcommittee and determines the membership terms



## Rules of Order (Greene Act)

School Site Councils must operate according to the requirements contained in the Greene Act:

- Meetings must be open to the public
- The public may address the council on any item within jurisdiction of the council
- Notice of the meeting must:
  - Be posted **at least 72 hours** before the meeting
  - Be posted in appropriate languages at the school site or other accessible place
  - Specify the date, time, and place of the meeting
  - Include the agenda



## Rules of Order (Greene Act cont.)

- The council cannot act on an item not described on the posted agenda unless, by unanimous vote, it finds a need for action unknown when the agenda was posted
- Questions and brief statements of no impact on pupils or employees that can be resolved by providing information need not be listed on the posted agenda
- If these procedures are violated, upon demand of any person, the council must reconsider the item at its next meeting, after allowing for public input on the item





## Records Binder

The school site council needs to maintain an SSC Records Binder, with each of the following tabs:

### Agenda/flyer

- Insert agendas and flyers (posted and sent home with students) for each SSC meeting

### Sign-in sheet(s)

- Insert sign-in sheet for each SSC meeting

### Minutes

- Insert minutes from each SSC meeting, clearly indicating approved action items from each meeting

### Documents

- Original set of documents provided for each meeting



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## Key Dates to Remember

- September 30 – SSC Established
- October 31 – Bylaws Created
- October 25 – SSC Summit

# Appendix

## LCAP & OUSD Target Populations:

- African American students
- English Learner Students
- Foster Students
- Latino Students
- Students with Disabilities
- Students with Economic Hardship (receiving Free/Reduced Lunch)

Ideal Membership Based on LCAP & OUSD Target Group School Demographics, Demographic Calculation Support Available:

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