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B.

[REDACTED]

[REDACTED] An SSC shall be established at each pre-K-12 school site or designated program to in accordance with California law, local statute, and policies and bylaws adopted by the Board.

[REDACTED] The Site Plan developed by each SSC shall be focused on [REDACTED]





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Site Plan. Administration of the Site Plan includes assigning, directing, and supervising project staff; purchasing materials and equipment and accounting for project funds. In order to ensure proper functioning of the SSC, the Superintendent or designee will provide the following:

General training and information to the members of SSC to facilitate their ability to collaboratively analyze data, design measurable goals, and develop, monitor, and evaluate programs.

A written handbook distributed to all SSC members and online district resources for SSC trainings.

Regularly available revenue and expenditure reports, and an annual revenue and expenditure report.

Budget worksheet that includes a clear description of funding in Section II.A, BSEP funding, and any other revenues subject to the Site Plan.

Information regarding the restrictions or parameters for Section II.A. and Site Discretionary Funds subject to the Site Plan funds may be spent.

Student data in a format that allows the data to be used as a basis for decision-making in developing the Site Plan.

Supplemental revenue and expenditure information specifically requested by the full SSC

Best Practices for holding meetings, developing a Site Plan, and facilitating elections.

Materials clearly explaining the purpose and conduct of the SSC, including bylaws, open government provisions and rules of order.

District and LCAP Goals to be met in the Site Plan and guidance for compliance with BSEP measure goals.

Annually updated links to all school site plans posted on the school and/or District website

Nothing in this section shall limit the District from providing additional information to the SSCs to better inform Site Plan decision-making.

\_\_\_\_\_ success of the SSC.

A principal's leadership is critical to the



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SSC Chair/Co-Chairs

shall:

Preside over the meetings of the SSC.

Make arrangements for an alternate Chair or Co-Chair to preside over any meetings which the Chair is unable to attend.

Communicate regularly with the school's Planning and Oversight Committee Representative.

With the SSC membership, publicize the upcoming SSC election each year, via a welcoming letter to parents and staff, announcements and tables at PTA meetings and Back-to-School Night, encouraging parents and staff to participate on the SSC.

Attend SSC orientations and training meetings as provided by District staff.

And, in collaboration with the Principal:

Set the SSC meeting agendas.

Assure the SSC's compliance with the **Greene Act and Conflict of Interest provisions.**

Submit the SSC election89.89.92 cm /TT3 1 Tf 0 0.24 12 589.92 cm BT 50 0 (a)ET 3-8-2 (on8e) 4 58

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At a minimum, election outreach by the SSCs must contain the following:

A description of what the SSC is and does.

How many elected seats and alternate seats are to be filled.

The terms of office associated with each seat.

Voting system. One vote per candidate, write in, or slate.

Voting mechanism. Paper ballot, on-line ballot.

Vote Tally - When, where, and by whom it will be completed and right to observe.

D. . The term of office is October 1 through September 30 of the year in which elections are held. The term of office for open SSC seats shall be decided by each SSC prior to the election and shall be documented in meeting minutes and on the ballot. Examples of terms are one year or staggered two year terms. An SSC member may be re-elected for subsequent terms, without limit.

E. The size, composition and quorum requirements of the SSC vary by school type, but must adhere to parity requirements. (See Appendix A).

F. Upon completion of the SSC election and the selection of the school's Planning and Oversight Committee Representative(s), the Principal or Chairperson shall submit an election report and membership roster of the SSC and the P&O Representatives to the appropriate District office to demonstrate that SSCs are properly constituted.

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remainder of the term filled. An Alternate chosen by the method previously decided by the SSC shall become a permanent voting member. In the case of habitually disruptive behavior by a SSC member at meetings, the individual may be removed from membership by a two-thirds vote of the SSC. An Alternate shall then become a voting member.

Upon completion of the SSC election, the SSC shall select the school's Representative(s) to the district-wide BSEP Planning and Oversight Committee (P&O Committee). The number of P&O Committee Representatives and Alternates varies by school type (see chart). Planning and Oversight Committee Representatives are not required to be an SSC member, but they are required to communicate regularly with the SSC. It is generally expected that Planning and Oversight Committee Representatives will have a definite connection to the school that they represent, such as being a parent or staff member. The P&O representatives shall provide regular updates on the SSC activities to demonstrate to the P&O and the District that each site is properly involved in the development, monitoring, and evaluation of the Site Plan.

For more details regarding the responsibilities of Planning and Oversight Committee Representatives, see the

Effort should be made to arrange child care for meetings, if requested by the participants. Likewise, effort should be made to provide an interpreter in the event that non-English speaking individuals wish to participate in School Governance Council meetings.

SSC meetings are public meetings. The regulations and procedures governing meetings of other public bodies, such as the Greene Act, Public Records Act, and Roberts Rules of Order, generally apply to meetings of the SSC. SSC meetings should be conducted in an open, civil manner.

The SSCs are public bodies governed by these Bylaws and by the Greene Act,<sup>16</sup> which guarantees the public's right to attend and participate in SSC meetings. The following are provisions of the Greene Act and additional provisions adopted from California's Brown Act:

. SSC meetings shall be open to the public.<sup>17</sup>

. Any member of the public shall be able to address the SSC during the meeting on any item within the subject matter jurisdiction of the SSC.<sup>18</sup> The SSC shall establish a public comment period before or during discussion of substantive agenda items and may set reasonable limits on public comment to be

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<sup>15</sup> Called section generally Open Gov't b/c it is a mix of Greene Act and desired best practices gleaned from Brown Act.

<sup>16</sup> California Government Code 35147

<sup>17</sup> Ed Code 35147(c)(1)(b)

<sup>18</sup> Ed Code 35147(c)(1)(b)

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evenly and consistently applied to all speakers. The public has a right to record SSC open meetings. Public comment or recording by the public shall not disrupt the ability of the SSC to conduct meetings.

Notice of SSC meetings shall be posted at the school site, or other appropriate place accessible to the public, at least 72 hours before the time set for the meeting. The notice shall specify the date, time, and location of the meeting.<sup>19</sup> Notice, including the agenda, time and place of the meeting is posted at the school's main entrance or another location available to the general public. Additional notice may be given in the Principal's bulletin, robo call, the school e-tree, or sent home with students where appropriate, etc. but does not circumvent required paper posting requirements.

. An agenda describing each item of business to be discussed or acted upon by the SSC is required. The SSC may not take any action on any item of business unless that item appears on the posted agenda or unless the SSC members present, by unanimous vote, find that there is a need

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Although reaching consensus in decision-making is desirable, it is not required. All votes must occur at an open meeting of the SSC and recorded; secret ballots are not permitted. **Votes taken by email or other electronic means shall not be allowed.** A vote must be taken to approve the budget expenditures and the Site Plan

To ensure a more collaborative process, any item voted on by the SSC must have two readings prior to the vote. The budget **and plan** must be presented for discussion at least one week prior to the meeting where the vote for approval of the entire plan will take place. Therefore, the final approval of the Site Plan including final budget allocations, may not be approved by a vote of the SSC at the same meeting at which it was presented for the first time.

**\_\_\_\_\_** The SSC shall maintain, at a minimum, records of the following. A copy of such records shall be kept at each school's office and available to the public for review during school hours:

- SSC Bylaws
- SSC meeting schedule for the academic year
- SSC members and terms
- Election process
- Official correspondence
- Agendas of SSC meetings
- Any communications or information distributed to the SSC from individuals, school advisory committees, and groups
- Minutes of meetings
- Copies of all information distributed prior to or during the SSC meetings, including electronic presentations

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. Any materials provided to a SSC shall be made available to any member of the public who requests the materials pursuant to the California Public Records Act.<sup>26</sup>

distributed to SSC members shall be made available to general members of the public at the SSC meeting.

The public has a right to writings distributed by any person to the SSC, unless such documents fall under a valid exemption with nondisclosure under the Public Records Act, which must be cited and provided in writing

