

- I. Name of the Committee.
- II. Purpose and Responsibility of School Site Council.
 - A. Compliance with California Education Code.
 - B. Compliance with Accountability Protections and Definition of Purposes of the Berkeley Public Schools Educational Excellence Act of 2016 (BSEP/Measure E1).
 - C. Promote Engagement Among All Members of the School Community.
- III. Development of the Site Plan.
 - A. General Evolution of Site Plan.
 - B. Specific Site Plan Development in the Berkeley Unified School District.
- IV. Responsibilities of Governing Board.
- V. Responsibilities of the District
- VI. Responsibilities of the School Principal.
- VII. Responsibilities of School Site Council Members.
- VIII. Responsibilities of School Site Council as a Body.
- IX. Responsibilities of School Site Council Chair/Cbairs.
- X. Elections.
 - A. Election Period.
 - B. Outreach and Conduct of Elections.
 - C. Election Information.
 - D. Term of Office.
 - E. Composition & Quorum Requirements.
 - F. Submission of SSC Roster.
- XI. Parent Election.
 - A. Candidates.
 - B. Recruitment.
 - C. Voting.
- XII. Staff Elections.
- XIII. Student Elections.
- XIV. Election of Officers.

- Step Two: Seek input from school advisory committees/school community
- Step Three: Reaffirm or revise school goals.
- Step Four: Review improvement strategies and expenditures.
- Step Five: Recommend the approved Site Plan to the School Board.
- Step Six: Monitor implementation of the Site Plan.

B. Specific Site Plan Development in the Berkeley Unified School District.

These six steps are elaborated in the *Guide and Template for the Single Plan for Student Achievement, A Handbook for School Site Councils*, published by the California Department of Education:

- i. Measure Effectiveness of Improvement Strategies**

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

- VI. Responsibilities of the School Principal.** A principal's leadership is critical to the success of the SSC. The principal is a voting member of the SSC, and vital to the success of the plan.

Demonstrate that the SSC has solicited input from all groups and individuals included in their community, including a healthy combination of new parent/guardian voices, parent/guardians who have had children in attendance for several years, English language learners, families of students representing the full spectrum of academic abilities, and families of differing racial, ethnic and socioeconomic backgrounds.

Demonstrate the means by which the needs of all children have been considered in developing and implementing the Site Plan.

Provide an opportunity for all members of the school community to bring

B. Recruitment. Recruitment of candidates and election of members should be conducted in such a manner as to promote a SSC that reflects the ethnic, linguistic, socioeconomic, academic spectrum, and programmatic composition of the site. While SSCs may not reserve a seat for a particular group, conducting outreach for a diverse parent composition might include those from diverse ethnic backgrounds or participants in special programs such as bilingual education, special education, gifted and talented, and compensatory education. Efforts should be made to ensure that information is disseminated widely and the election process is made accessible to all members of the school community.

C. Voting. Each parent or guardian of a student enrolled in the school for which the SSC election is being held may have one vote.

XII. Staff Elections. Representatives of the teachers, selected by teachers, and other school personnel, selected by other school personnel, shall constitute staff representatives to the SSC. Staff shall be selected using the school's normal process for selecting committee members, as coordinated by the Principal and shall be completed during the month of September.

XIII. Student Elections. Student members of the

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.

XX. Greene Act & Open Meetings. The SSCs are public bodies governed by these Bylaws and by the Greene Act.⁸

- A. Open Meetings.** Any meeting held by the SSC shall be open to the public. The public may record SSC open meetings in a disruptive manner.
- B. Public Comment.** Any member of the public shall be able to address the council or committee during the meeting on any item within the subject matter jurisdiction of the SSC.⁹ SSCs should establish a designated agenda item for public comment and set reasonable time limits that are evenly and consistently applied to all speakers.
- C. Posting Notice.** Notice of the meeting shall be posted at the school site, or other appropriate place accessible to the public at 172 hours before the time set for the meeting.¹⁰ Additional notice may be given in the Principal's bulletin, a robo call, the school tree, or sent home with students where appropriate, etc. but does not circumvent required paper posting requirements. To maximize community participation, a regular calendar of meetings should be established at the first meeting and published.
- D. Content of Notice.** The notice shall specify the date, time, and location of the meeting and contain an agenda describing each item of business to be discussed or acted upon.¹¹
- E. Agenda Action Items.** The SSC may not take any action on any item of business unless that item appeared on the posted agenda or unless the council or committee members present, by unanimous vote, find that there is a need to take immediate action and that the need for action came to the attention of the council or committee subsequent to the posting of the agenda.¹² Keeping with ensuring SSC discussions happen in an open meeting, discussions about SSC issues among a majority of SSC members should not occur via Email/On-line Communications.
- F. Brief Statements.** Questions or brief statements made at a meeting by members of the SSC that do not have a significant effect on pupils or employees in the school or school district, or that can be resolved solely by the

⁸ Ed Code 35147

⁹ Ed Code 53147(c)(1)

¹⁰ Id.

¹¹ Ed Code 53147(c)(1)

¹² Id.

¹³ Id.

provision of information, need not be described on an agenda as items of business.¹⁴

G. Recourse for Violation. If the SSC violates the procedural meeting requirements of the Greene Act, upon demand of any person, the council or committee shall reconsider the item at its next meeting, after allowing for public input on the item.¹⁵

XXI. Voting. Although reaching consensus in decisionmaking 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.

XXII. Two Readings of Site Plan, Budget, and any Action Item. To ensure a more collaborative process, any item voted on by the SSC must have two readings prior to the vote. The budget and Site 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.

XXIII. Record keeping and SSC Binder. 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.

Copies of current and prior year Site Plans

Conflict of Interest disclosure statements.

These items may also be provided online but should be available in print in the office

¹⁴Ed Code 35147(c)(1)(b)

¹⁵ Id.

as well. After each SSC meeting, meeting minutes recording attendance, discussions, recommendations, and actions shall be submitted to the District office records pertinent to a funded project must be retained for three years. SSC records must be kept available for public review upon request.

XXIV. Public Records.

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three year Goals		
Develop budgets based on the Action Plans of the <i>Single Plan for Student Achievement</i>	Each SSC	March-April
Submit the <i>Single Plan for Student Achievement</i> with budgets for administrative review	Each SSC	May
Adopt each school's <i>Single Plan for Student Achievement</i> (after 2 readings)	School Board	May
Prepare recruitment activities for election of next year's SSC members	Each SSC	May-August
Publish BSEP Annual Plan, including Site Plans	District Staff	June-September

