Appendix A: School Site Council Composition*, Quorum, and P&O Committee Representatives

School/Program Type	Parent** Members	Staff Members	Student Members	Minimum Size	Quorum***	P&O Committee Representatives
Elementary	**5 parents** **+ 2 Alternates** (elected at large)	**5 staff** **+ 2 Alternates** (includes Principal & at least 1 Classified staff member)	N/A	**10**	**6 = quorum** At least: ● **2** parent members & ● **2** staff members	**1** **+ Alternate(s)**
Middle	**6 parents** **+ 2 Alternates** (elected at large)	**6 staff** **+ 2 Alternates** (includes Principal & at least 1 Classified staff member)	2 students may serve as non-voting members	12	**7 = quorum** At least: ● 3 parent members & ● 3 staff members	**2** **+ Alternate(s)**
Berkeley High BSEP Committee	**5 parents** **+ 2 Alternates** (elected at large)	**5 staff** **+ 2 Alternates** (includes Principal or designee & at least 1 Classified staff member)	**5 students** **+ 2 Alternates**	15	**8 = quorum** At least: ● 2 parent members ● 2 staff members & ● 2 student members	**4** (minimum 2 must be parents/community) **+ 2 Alternates**
Berkeley High SSC	**3 parents + 2 alternates**	**+6 staff** **2 Alternates** (includes Principal or designee & at least 1 Classified staff member)	**3 students** **+ 2 Alternates**	**12**	**7 = quorum** At least: ● 2 parent members ● 2 staff members & ● 2 student members	*represented by BHS BSEP Committee*
B-Tech	**1 parent** **(+ Alternate)**	**2 staff** **(+ Alternate)** (includes Principal or designee; Classified staff optional)	**1 student** **(+ Alternate)**	4	**3 = quorum** At least: ● 1 parent member ● 1 staff member & ● 1 student member	**1** **+Alternate(s)**

Independent Study Program	**1 parent (+ Alternate)** (	**2 staff (+ Alternate)** (includes Principal or designee; Classified staff optional)	**1-student (+ Alternate)**	**4**	**3 = quorum** At least: ● 1 parent members ● 1 staff members & ● 1 student member	**1 + Alternate(s)**
Pre-K Program	**4 parents (+ Alternate)**	**4 staff (+ Alternate)** (includes Principal or designee and both Certificated & Classified staff)	N/A	**8**	**5 = quorum** At least: ● 2 parents + & ● 2 staff	**1 + Alternate(s)**
TK or other small school/program	**1 parent (+ Alternate)**	**2 staff (+ Alternate) (includes Principal or designee; Classified staff optional)**	N/A	**4**	**3 = quorum** At least: ● 1 parent member ● 1 staff member & ● 1 parent/staff member	**1 + Alternate(s)**

*minimum composition - a site may increase composition as long as parity among members is maintained
**parents/guardians, residents or community members
***quorum must include Principal or designee

2

APPENDIX B:
Annual Timeline of School Governance Council Activities

Tasks	Responsible	Date
Conduct elections for School Governance Council (SSC) at each school site	School Principal and outgoing SSC Chairperson or designee	September 30
Collect SSC membership, election data, and select P&O Rep(s); submit to District Office for review	School Principal and SSC Chair or designee	mid-October
Participate in orientation / training	All new and returning SSC members; District staff coordinate	Fall-Winter
Review each SSC to certify the election and compliance with the guidelines; submit membership rosters to the Board of Education	District staff with P&O Committee representatives	October – November
Conduct regular meetings of the SSC to review all pertinent information about the effectiveness of the strategies adopted in the *Site Plan*; submit minutes of meetings	SSC Chairperson & School Principal; District staff to implement budget changes	ongoing
Collect and review student evaluation data from prior year and draw conclusions; prepare a report for the Board	Each SSC with school's Principal and District staff support	October thru December
Review school's student data analysis with selected School Board members & Educational Services Department staff	SSC Chairperson, members and Principal	January
Solicit input from school community re: the status, performance, and needs of the students and school	SSC Chair and members	January

Discuss funding priorities and possible new programs for the new year; develop (every 3 years) or revise the school's Action Plans and Strategies to meet the three year Goals	Each SSC	February-March
Develop budgets based on the Action Plans of the *Single Plan for Student Achievement*	Each SSC	March
Submit the *Single Plan for Student Achievement* with budgets for administrative review	Each SSC	March-April (deadline varies)
Adopt each school's *Single Plan for Student Achievement* (after 2 readings)	School Board	May-June
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