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I. Name of the Committee.

The name of the committees subject to these bylaws within Berkeley Unified School District shall be the School Site Council (SSC).

II. Purpose and Responsibility of School Site Council.

A. Compliance with California Education Code. The California Education Code requires the creation of a School Site Council (SSC) for schools participating in programs funded through the consolidated application process.¹ The School Site Council (SSC) develops the Single Plan for Student Achievement (SPSA), also known as the “Site Plan.” The SSC must approve the Site Plan, recommend it to the local governing board for approval, monitor its implementation, and evaluate the effectiveness of the planned activities at least annually.² Below are major provisions to be complied with under state law:

- i. **Align with School Goals.** The Site Plan shall be aligned with school goals for improving pupil achievement. School goals shall be based upon an analysis of verifiable state data, and may include any data voluntarily developed by districts to measure pupil achievement.
- ii. **Improve Academic Performance.** The Site Plan shall address how funds provided to the school through any of the sources identified in EC Section 64000 will be used to improve the academic performance of all pupils to the level of school goals.³
- iii. **Provide Mechanism for Evaluating Progress.** The Site Plan shall also identify the schools’ means of evaluating progress toward accomplishing goals and how state and federal law governing programs subject to EC Section 64000 will be implemented.
- iv. **Review and Update Annually.** The Site Plan shall be reviewed annually and updated by the SSC.
- v. **Approval by the Berkeley Unified School District “School Board.”** After annual review by the SSC, the School Board shall certify that plans developed for purposes of this section are consistent with district local improvement plans that are required as a condition of receiving federal funding.

¹ Cal Ed Code 64001, 52852

² CDE <https://www.cde.ca.gov/fg/aa/co/ssc.asp>

³ Cal Ed Code 6400

B. Compliance with Accountability Protections and Definition of Purposes of the Berkeley Public Schools Educational Excellence Act of 2016 (BSEP/ Measure E1).

- i. Convene a School Site Council (SSC) to Create a Single Plan for Student Achievement (Site Plan).** A SSC shall be established at each pre-K-12 school site or designated program in accordance with California law, local statute, and policies and bylaws adopted by the Board.
- ii. Improve Student Learning.** The Site Plan developed by each SSC shall be focused on improving student learning and shall direct the School Site Program Fund revenues from the *Berkeley Public Schools Educational Excellence Act of 2016* (BSEP/Measure E1), together with other State and Federal Program funds allocated to the school. The Site Plan referred to in this section is the Single Plan for Student Achievement (SPSA) referenced in II.A.
- iii. Designate School Site Program Funds.** BSEP/ Measure E1 funds for School Site Programs shall be allocated annually to the SSC at each K-12 school on a per pupil basis. The SSC shall develop recommendations to allocate School Site Program funds for the personnel, services and materials required to deliver effective and equitable opportunities for student engagement, enrichment, and achievement. School Site Program funds may be used for, but are not restricted to, the personnel, materials and services required to deliver such programs as art and science instruction, academic tutoring and counseling, athletics and student activities, and before and after school programs.⁴
- iv. Delineation of BSEP funds in the School Plan.** The Site Plan must clearly delineate the use of the BSEP revenues from all other revenues.

C. Promote Engagement Among All Members of the School Community. The SSC is a public body that is distinctly different from Parent/ Teacher Organizations or other school-based interest organizations. The SSC provides a formal avenue to review school-based issues of concern related to student engagement, enrichment and achievement. It also provides a means to connect the many school and district committees and interest groups that can provide appropriate input to the SPSA.

III. Development of the Site Plan.

A. General Evolution of Site Plan. The Site Plan involves a continuous development, implementation, and monitoring cycle:

- Step One: Measure effectiveness of improvement strategies at the school.

⁴ Berkeley Public Schools Educational Excellence Act of 2016, Measure E1, Section B.3.iii

- 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.** Site decisions related to program development and financial allocations should consider qualitative and quantitative data that may determine the needs of each school. The District will provide student data to the Principal and SSC in a format that allows the data to be used as a basis for decision-making in developing the Site Plan.
- ii. Seek Input from School Advisory Committees/School Community.** In an effort to identify school needs, prior to Site Plan development, the SSC shall solicit input from the school community, including but not limited to advisory groups, teachers and other staff, administrators, parents/guardians and, when appropriate, students. Input should include a diverse combination of perspectives, including English language learners, students from a full spectrum of academic abilities, differing racial, ethnic and socioeconomic backgrounds, as well as parents/guardians who are new voices and who have had children in attendance for several years. The input solicited is regarding the status, performance and needs of the students and school. Such solicitation may come through surveys, informational meetings, and the exchange of information with other sites.
- iii. Reaffirm or Revise School Goals.** The school goals shall be aligned with the District's Local Control and Accountability Plan but may include other goals as well.⁵
- iv. Review Improvement Strategies and Expenditures.** Not every program that a site develops must directly benefit every child however the Site Plan must demonstrate how all the children at a school benefit. Particular site or district funds may be targeted toward special purposes.
- v. Recommend the Approved Site Plan to the School Board.** The Site Plans are delivered to the School Board with recommendations and assurances signed by the Principal, SSC Chair, the Director of Special Programs and Projects, the Director of the Berkeley Schools

⁵ BUSD Board Policy 0460

Excellence Program, and the Associate Superintendent of Educational Services.

vi. Monitor Implementation of the Plan. The Site Plan may be amended at any time, in accordance with Board policy and SSC Bylaws.

1. Reasons to Amend a Site Plan. Any of the following factors may indicate a need to amend the Site Plan:

- A major service or activity proves ineffective, and students are at risk.
- Material changes occur that affect the academic programs.
- Staff, equipment, or materials essential to the Site Plan cannot be procured.
- School boundaries or demographics suddenly change.
- An activity is found to be non-compliant with state or federal law.
- A planned activity is not supported by staff, parents, or students.

2. Changes to a Site Plan.

a. Material Changes to Program or Program Component. Whenever the SSC makes a material change to the Site Plan, the Board must approve the change. A material change is defined as a substantial amendment to a program or program component such that a reasonable person would determine that there has been a significant departure from past practice or expectations related to the same program or program component implemented in previous site plans, and/or constitute a greater than 10% change in the overall budget for the year. Changes that do not require Board approval may be approved by the SSC and brought to the Director of BSEP or to the Asst./Assoc. Superintendent of Educational Services.

b. Changes in Preparing to Implement Site Plan. In the event that a staffing or programmatic issue arises during the summer holiday, due to the timing and the need to resolve staffing and program details relevant to implementing the Site Plan goals prior to the start of the academic year, site funds allocated towards staff or programs may need to be amended or reallocated to continue to serve overall school goals. In such an event the Principal shall contact the Director of BSEP and Asst. Superintendent of Educational Services to resolve the issue through collaboration, with any changes made requiring the approval of both the BSEP and Educational Services Offices. Documentation of how the change continues to meet the approved Site Plan

goals will be provided to the SSC when it reconvenes the following academic year.

- IV. Responsibilities of Governing Board.** The School Board is the local governing board that will adopt policies for the development and implementation of the Site Plan consistent with state law. The Board must provide assurances to the California Department of Education that any school participating in programs funded through the consolidated application process has developed an SSC in accordance with the law. Acting upon the recommendation of the SSC, the Board will vote on the approval of the Site Plan and all subsequent revisions. The Board must certify that the Site Plan is consistent with local educational agency plans and initiatives. The Site Plan must have Board approval to authorize proposed expenditures.⁶
- V. Responsibilities of the District.** The District and school administration, in conjunction with individual school principals, is responsible for implementing the 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, Funding for School Site Programs, and any other revenues subject to the Site Plan.
 - Information regarding funding restrictions or parameters for Section II.A. and School Site Programs subject to the Site Plan.
 - 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 a majority vote of the 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.

⁶ *A Guide and Template for The Single Plan for Student Achievement*, Ca Dept of Ed, November 2006, p. 6

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 planning and implementation of the Site Plan. The principal has no administrative authority over the SSC and therefore may not veto decisions made by the SSC nor make changes to the Site Plan after it has been approved. The principal has the following duties with respect to the development of the Site Plan:

- Implement the Site Plan in conjunction with the District.
- Provide vision, leadership and information to the SSC.
- Provide student data requested by a majority vote of the SSC in a format that allows the data to be used as a basis for decision-making in developing the Site Plan.
- Provide clear revenue and expenditure information for the SSC to be used in developing a realistic and accountable Site Plan.
- Administer the school-level activities of the approved Site Plan.
- Ensure that District guidelines with respect to hiring, procurement of materials and conflict of interest are followed.
- Together with members of the previously elected SSC, ensure that elections for the SSC are open, widely publicized, and timely.
- Create an environment conducive to a civil, meaningful and respectful discussion of funding recommendations, including for minority viewpoints.
- Engage, listen, be responsive to, and involve the SSC and other members of the community in planning, program and budget development.
- Ensure that the Greene Act, the Public Records Act, and District Conflict of Interest provisions are followed.

VII. Responsibilities of School Site Council Members. The SSC members must:

- Attend the annual SSC orientation meeting and other workshops provided by District staff relevant to the SSC's charge and responsibilities.
- Attend, participate and vote in SSC meetings.
- Participate in planning SSC elections, unless a member is running for re-election.
- Contribute to an environment conducive to civil, knowledgeable, and thoughtful consideration of all viewpoints expressed and how to achieve all purposes of the SSC.
- Carefully consider budgets and plans before approval.

VIII. Responsibilities of School Site Council as a Body.

- Meet no fewer than five times a year. See the Timeline Appendix for suggested actions for each meeting.
- Demonstrate that information about the SSC's work has been disseminated widely in the school community.

- 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 their interests and concerns before the SCC.
- Comply with the Greene Act, Public Records Act, and Conflict of Interest provisions.
- Monitor implementation of the Site Plan.
- Carefully evaluate all proposals for inclusion in the Site Plan.
- Give consideration to the Principal's mandate to implement the Site Plan.

IX. Responsibilities of School Site Council Chair/Co-Chairs. 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 election report and membership roster, and contact information for school's Planning and Oversight Committee Representative(s) to the appropriate District office.
- With the support of District staff, guide the SSC to analyze student data, assess school needs, review school budgets, and develop school goals and the Site Plan
- Submit any requested changes to the Site Plan in the required manner.
- With the SSC membership, publicize the role and work of the SSC and the contents of the Site Plan throughout the year.
- Assure meetings are facilitated in compliance with designated rules of order.
- Assure that a welcoming, civil, and respectful environment is established and maintained for purposes of thoughtful and educated deliberation of matters brought before the SSC, regardless of viewpoints expressed.

X. Elections.

A. Election Period. A well-publicized election SSC shall be conducted by each school during September of each year, with the elections completed by October 1. Best practices recommend that outreach for participation in SSC elections begin prior to the school year ending.

B. Outreach and Conduct of Elections. Each SSC and Principal is responsible for determining how elections will be most effectively conducted and for reporting on the election process and results. Individuals nominated for re-election may not be involved in the supervision and oversight of the election process, i.e., chairing the election meeting, counting the votes, distributing fliers, and so forth. The District Office may provide guidance to SSCs on effective, inclusive and appropriate mechanisms for outreach and conduct of elections.

C. Election Information. 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. Term of Office. 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. Composition & Quorum Requirements. The size, composition and quorum requirements of the SSC vary by school type, but must adhere to parity requirements. (See Appendix A).

F. Submission of SSC Roster. 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.

XI. Parent Election.

A. Candidates. Parents/guardians, residents, or community members shall be elected from the school at large, in an election conducted by the Principal or designee and outgoing SSC members.

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,⁷ in 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 SSC and the BSEP Site Committee shall be elected from Berkeley High School. Student members of the School Site Council shall be elected from Berkeley Technology Academy (B-Tech) and the Independent Study Program. Non-voting student representatives to the SSC may be elected from the District's three Middle Schools.

XIV. Election of Officers. The SSC shall elect officers with stated responsibilities and authority, including:

- Chair or co-Chairs to preside over SSC meetings. A Principal may not serve as Chair or a co-Chair. If Co-chairs are elected, at least one should be a parent.
- Secretary, to ensure meeting minutes are recorded, meeting packets have been appropriately filed in the SSC office binder, and notice for all meetings have been properly posted both online and at the school site, in accordance with the Greene Act.

XV. Alternates. To ensure a fully constituted SSC throughout the school year, Alternates from each represented group shall be elected. Alternates are required to attend and participate in all SSC meetings as they play a vital role with respect to contributing to thoughtful SSC analysis, dialogue, and to ensuring the ability of the SSC to take action when necessary.

A. Quorum Count and Voting. An alternate(s) shall be counted for the quorum of a meeting and vote only when there is an absence of an elected member at a meeting where action has to be taken.

⁷ <https://www.cde.ca.gov/fg/aa/co/ssc.asp>.

B. More Alternates Elected than Needed. In the event that an election by slate or other means yields more than the requisite composition of a represented group (for example, if too many parents are elected), the SSC must determine at its first meeting a means by which there is clarity about who will act as voting member and who will act as alternate for the remainder of the year.

C. Alternates at Meeting Exceed Absent Elected Members. If more Alternates are present at a meeting than absent election members, the SSC may choose how the appropriate number of Alternates are to participate in the place of the absent elected member.

D. Alternate Vacancies. In the event that a vacancy occurs and there is no Alternate, the sitting SSC will vote to appoint a minimum of two Alternates from the school community. Consideration should be given to the need for representation from the entire school community.

XVI. Removal from Membership. Participation by all SSC members is crucial to its success. In the event that an elected member should fail to attend three or more successive meetings, the SSC member is removed and the Principal or Chair shall notify the absent member that an alternate will step into the voting role for the 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.

XVII. Selection of Planning & Oversight Committee Representative(s). 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 *BSEP Planning and Oversight Committee Bylaws*.

XVIII. Accessible Meetings. Effort should be made to arrange childcare 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.

- XIX. Conduct of 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.
- 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.⁹ The public may record SSC open meetings in a non-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.¹⁰ 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 least 72 hours before the time set for the meeting.¹¹ Additional notice may be given in the Principal's bulletin, a robo call, the school e-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.¹²
- 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.¹³ In 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.

⁸ Ed Code 35147

⁹ Ed Code 53147(c)(1)

¹⁰Id.

¹¹Ed Code 53147(c)(1)

¹²Id.

¹³Id.

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 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 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.

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.

¹⁴Ed Code 35147(c)(1)(b)

¹⁵ Id.

- Conflict of Interest disclosure statements.

These items may also be provided online but should be available in print in the office as well. After each SSC meeting, meeting minutes recording attendance, discussions, recommendations, and actions shall be submitted to the District office. All 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.

- A. Material Provided to SSCs.** 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.¹⁶
- B. Agenda and Packets.** Agendas and meeting packets distributed to SSC members shall be made available to general members of the public at the SSC meeting.
- C. Information Distributed.** 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. If the information distributed was in electronic format, the document must be made available upon a request to the Chair or Co-Chair.

XXV. Conflict of Interest. The SSC shall follow the District's Conflict of Interest policies. A "Conflict of Interest" occurs when a SSC member or an individual in the member's immediate family stands to gain financially from adoption of a particular proposal submitted to the SSC. Avoidance of a "conflict of interest" position should be taken into account during the election of SSC members, e.g., personnel paid by funds to be allocated by the SSC should not be elected to the SSC, since funding for their position will need to be reconsidered and approved each year by the SSC.

When a "conflict of interest" occurs, the "Interested Member" must immediately leave the meeting and resign from the Council and be replaced by an Alternate. The former member who has resigned due to a conflict may attend future SSC meetings and has the same rights as a general member of the public. The District shall include a Conflicts of Interest training within general SSC trainings.

An exception to the above-stated rule shall exist in the case of programs that are generally available to a substantial number of teachers at the school. If needed, arbitration of conflict of interest disputes shall be conducted by the Superintendent or designee.

XXVI. Dispute Resolution & Accountability.

¹⁶ Ed Code 35147(c)(2)

- A. Approving a Site Plan.** It is the responsibility of the SSC to draft and adopt a Site Plan to be forwarded to the School Board for approval. Best efforts shall be made by SSC members to achieve the SSC's purpose. If a majority vote to approve the site plan cannot be achieved either due to a dispute or lack of quorum, the Principal shall immediately contact the Superintendent or designee who will, in a timely manner, mediate the issues of concern that are resulting in a Site Plan not being able to be adopted.

If the Superintendent or designee is not able to mediate issues of concern and desire to adopt a Site Plan for the Site facing an impasse, the School Board shall request a waiver from the State Board of Education with respect to requiring an SSC approval of the Site Plan.

- B. Implementing the Site Plan.** Because the School Board, administration, and SSC have separate but related responsibilities for the Site Plan, they need to work cooperatively. Every effort should be made to resolve disputes regarding the development and implementation of the Site Plan and SSC compliance issues. Should an impasse occur, several remedies are available:
- The SSC or an individual member of the SCC may communicate with the Educational Services Office in an effort to clarify policy or resolve a dispute.
 - The P&O Committee or its designee may offer support to a SSC seeking clarification.
 - Individuals may file a formal complaint under the district's Uniform Complaint Procedure.
 - The SSC may appeal to the School Board to resolve issues of planning or implementation, to clarify an issue in doubt, or to establish a needed policy.
 - The administration may recommend that the Board not approve a Single Plan believed to be flawed.
 - The School Board may develop policies to regulate or inform SSC's and staff in the performance of their duties.

XXVII. Communications with the Board. The Chair or co-Chairs (or designee) shall represent the SSC to the School Board and to the public, based on a majority vote of the SSC. Absent such a vote, the Chair or co-Chair may speak as an individual, but may not present him/ herself as representing the views of their school's SSC.

XXVIII. Amendment or Suspension of Bylaws. Amendment or suspension of these bylaws must be authorized by the School Board. These bylaws shall remain in effect until amended or rescinded by the Berkeley School Board.

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 | <i>represented by BHS BSEP Committee</i> |
| 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) |

*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

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| School/Program Type | Parent** Members | Staff Members | Student Members | Minimum Size | Quorum*** | P&O Committee Representatives |
|---|--------------------------------|---|--------------------------------|---------------------|--|--|
| Independent Study Program | 1 parent (+ Alternate) | 2 staff (+ Alternate) (includes Principal or designee; Classified staff optional) | 1-student (+ Alternate) | 4 | 3 = quorum At least: <ul style="list-style-type: none"> ● 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: <ul style="list-style-type: none"> ● 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: <ul style="list-style-type: none"> ● 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

**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 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 <i>Site Plan</i> ; 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 | January-February |
| 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-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 |