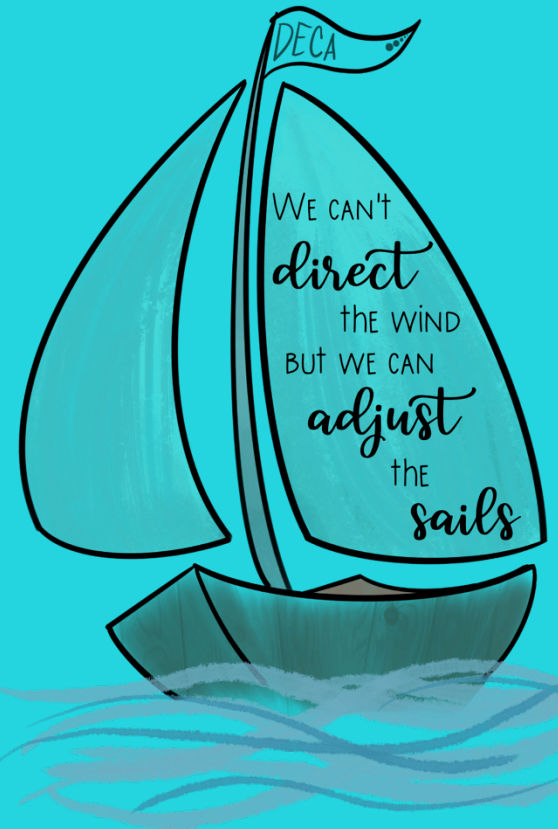
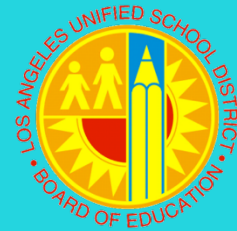




Schools and families working together
to ensure student success

ORIENTATION FOR THE SCHOOL SITE COUNCIL (SSC) & DEARBORN CHARTER GOVERNANCE COUNCIL (DCGC)

BUL 6745.2 Guidelines for the Required School Site
Council and English Learner Advisory Committee



Purpose

- Review the functions and operation of the mandated Dearborn Charter Governance Council (DCGC) & School Site Council (SSC)
- Understand the roles and responsibilities of the Dearborn Charter Governance Council (DCGC) & School Site Council Committee (SSC) members
- Understand the orientation and election process for the DCGC/ SSC

Dearborn Elementary Charter Academy
2020- 2021

DECA Governance Council

Teachers: 6 members (1 UTLA Chapter Chair, 5 Certificated Teachers)

1. Teacher (UTLA)	Marti Radosevich
2. Teacher	Danielle Tyler (Year 2)
3. Teacher	Ellyn Kent (Year 2)
4. Teacher	Vacant Position
5. Teacher	Vacant Position
6. Teacher	Vacant Position
7. Other Staff	Rosalia Wild (Year 2)

Teacher Alternates: 3 members

1. Teacher Alternate	Vacant Position
2. Teacher Alternate	Vacant Position
3. Teacher Alternate	Vacant Position

Parents: 4 members (1 ELAC Chair, 1 PTA Representative, 2 Parents)

1. Parent	Jorge Benitez (Year 2)
2. Parent	Vacant Position
3. Parent (PTA Representative)	Vacant Position
4. Parent (ELAC Chair)	Vacant Position

Parent Alternates: 3 members

1. Parent Alternate	Vacant Position
2. Parent Alternate	Vacant Position
3. Parent Alternate	Vacant Position

Dearborn Elementary Charter Academy
2020- 2021

School Site Council (SSC)

Council Composition: 10 members

1. Principal	Kimberly Estrada
2. Teacher	Danielle Tyler
3. Teacher	Ellyn Kent
4. Teacher	Marti Radosevich
5. Other Staff #4	Rosalia Wild
6. Parent (ELAC Chair)	Vacant Position
7. Parent (PTA Representative)	Yesenia Peschke
8. Parent	Vacant Position
9. Parent	Jorge Benitez
10. Parent	Vacant Position

Teacher Alternates: 3 members

1. Teacher Alternate	Vacant Position
2. Teacher Alternate	Vacant Position
3. Teacher Alternate	Vacant Position

Parent Alternates: 3 members

1. Parent Alternate	Vacant Position
2. Parent Alternate	Vacant Position
3. Parent Alternate	Vacant Position

Functions and Responsibilities of Councils:

The SSC is a decision-making council for all programs funded through the Title I and TSP

The DCGC is a decision-making council for all programs funded through the Charter Program

- ✓ Develop, review and adopt the SPSA in consultation with relevant stakeholders and, where applicable, with the ELAC.
- ✓ Respond in writing to ELAC's written recommendations on the SPSA within 30 calendar days or at the next SSC meeting.
- ✓ Ensure that all federal parent and family engagement mandates are met.
- ✓ Develop the Integrated Safe School Plan, as described in Reference Guide 5511.8.

RESPONSIBILITY



Develop the Integrated Safe School Plan

- Develop the Integrated Safe School Plan, as described in Reference Guide 5511.8.
- The SSC/ DCGC may delegate the responsibility of developing the Integrated Safe School Plan to a school safety planning committee.
- According to California Education Code 32281(2), this school safety planning committee must be comprised of the following members:
 - Principal or principal's designee
 - One teacher who is a representative of the recognized certificated employee organization
 - One parent whose child attends the school
 - One classified employee who is a representative of the recognized classified employee organization
 - Other members, if desired.



FUNCTION OF SSC/ DCGC: FEDERAL MANDATES

To ensure that all federal mandates, including those for parent involvement, are met, specifically:

- The development and approval of the school-level Title I Parent and Family Engagement Policy (PFEP).
- The development and approval of the Title I School-Parent Compact.
- The development and approval of the Title I parent involvement budget.
- The proposed expenditures of all categorical funds.



ELAC Recommendation Process and SSC/ DCGC's Response Process

**English Learner
Advisory Committee
sends written
recommendations to the SSC.**



**SSC must respond to
written recommendations
within 30 days, or at the
next official SSC meeting.**

SSC/ DCGC Meetings



- Convene at least six (6) times per year. These six meetings are in addition to the mandatory orientation and election meetings.
- SSC/ DCGC meetings are not to take place during the instructional day in order to allow full participation from parents and staff. SSC/ DCGC meetings are to take place at the end of the instructional day since a meeting held before school will limit the amount of time for SSC/ DCGC members to engage in full discussions of agenda items.
- In consultation with SSC/ DCGC officers, the school principal may call additional meetings as needed, especially during budget development.

SSC ELEMENTARY COMPOSITION*

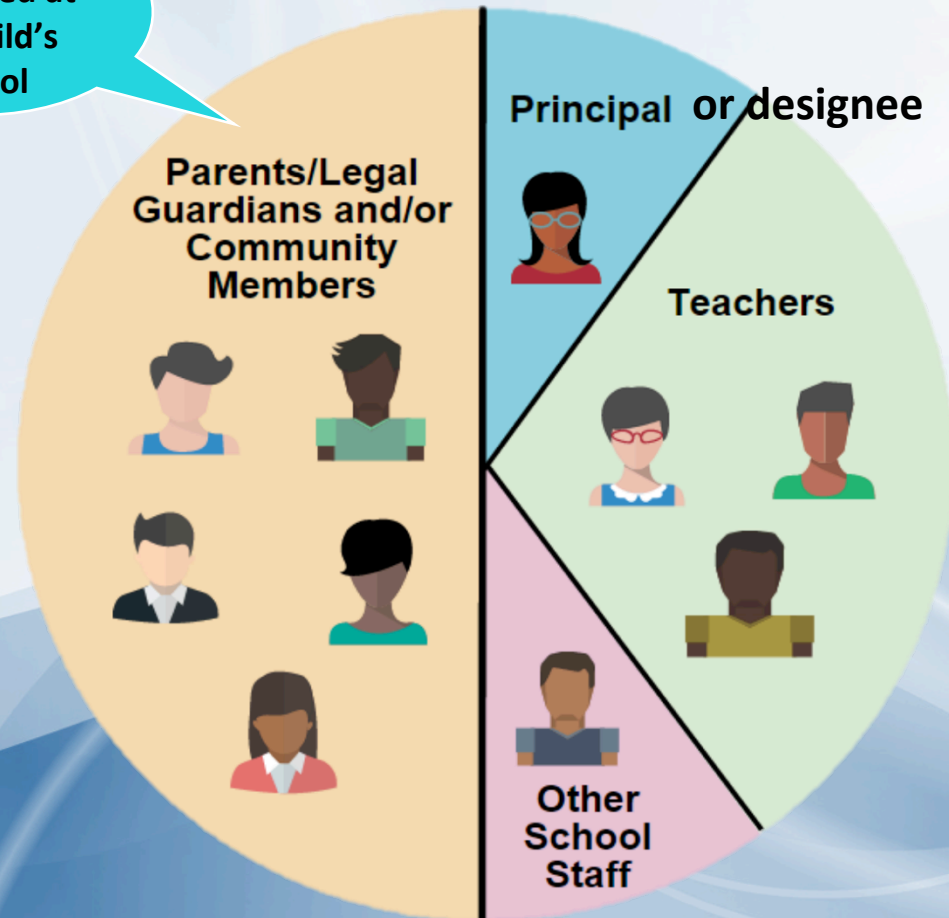
Parent Member:

- Is an individual who is a mother, father or legal guardian not employed at the school with which the council is affiliated.

Community member:

- Resides and/or works within a specific school's attendance boundary. **PROOF IS REQUIRED.**
- On an annual basis, parents designate by vote whether to assign their parent member seat(s) on the council to eligible community members.

Not employed at the child's school



* All members must be elected by their peers, except the principal or his/her designee, who is the only automatic member.

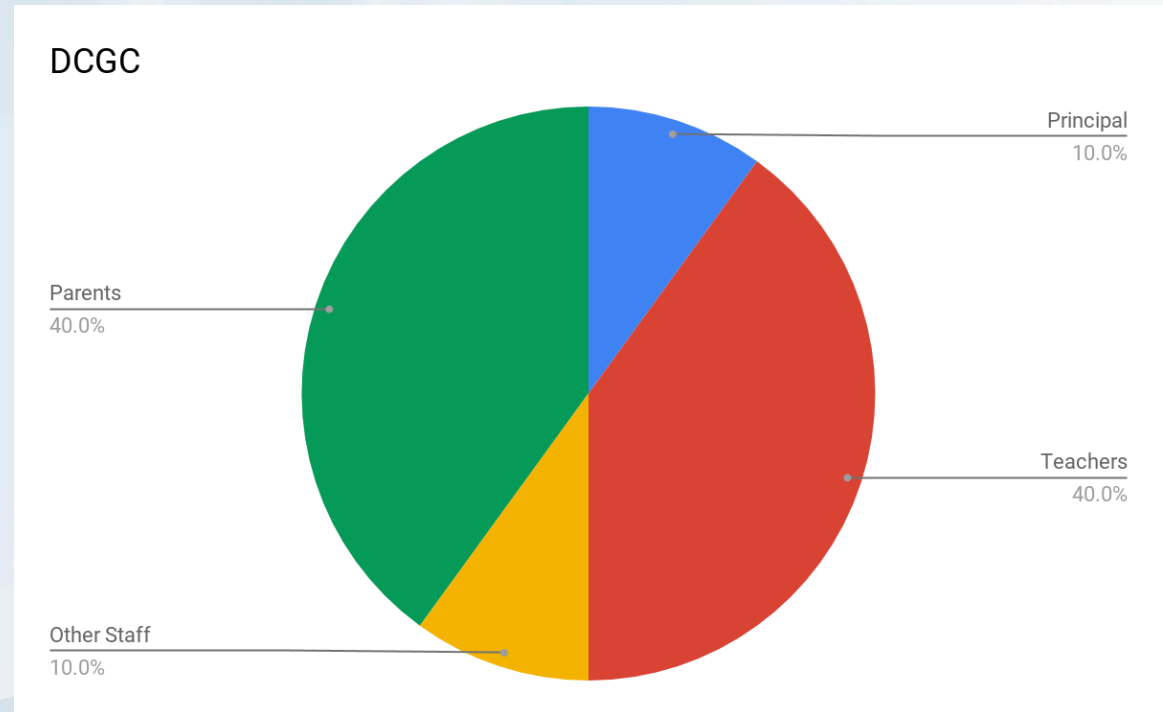
DCGC ELEMENTARY COMPOSITION*

Parent Member:

- Is an individual who is a mother, father or legal guardian not employed at the school with which the council is affiliated.

Community member:

- Resides and/or works within a specific school's attendance boundary. **PROOF IS REQUIRED.**
- On an annual basis, parents designate by vote whether to assign their parent member seat(s) on the council to eligible community members.



* All members must be elected by their peers, except the principal or his/her designee, who is the only automatic member.



Greene Act

- The SSC/ DCGC operate under the Greene Act which means that the meetings must:
 - Be conducted as public meetings with agendas posted 72 hours before the meeting outside of the school building in a plainly visible location
 - The agenda must specify the date, time, and location of the meeting, the items to be addressed, and whether the items will require action to be taken.
 - A council generally, may only act on or consider an item when it has been properly included on the agenda at the time of posting.
 - If action is taken on an item that was not listed as an action item on the agenda, the action taken is invalidated.

Greene Act (cont.)

- Only under certain unusual circumstances and by a unanimous vote may the council allow an item not on the agenda to be considered and/or acted upon.
- When considering whether or not to allow a non-agenda item, the council must determine if the item presents an urgent need for action, and the item/issue was unknown at the time the agenda was posted.



SSC/ DCGC Agenda



- In all cases, the SSC/ DCGC agenda items must have relevance to the purpose and goals of the SSC/ DCGC.
- The SSC/ DCGC officers must participate in the planning of the agenda with designated school staff.
- Changes to the SSC/ DCGC agenda planned by the respective officers, before the posting of the meeting, must be in consultation with the SSC/ DCGC officers.
- All SSC/ DCGC agendas must contain a public comment section.

Public Comment



- During the public comment section on the agenda, any member of the public may address the body on any item within the jurisdiction of the council or committee in accordance with the Greene Act. Writing their name on a sign-in form is optional.
- Anyone who is not serving as a member of the operating council or committee is considered a member of the public.

Public Comment



- Seated SSC/ DCGC members cannot speak during public comment.
- Public speakers may be limited to speak for 1, 2 or 3 minutes. It is advised to inform the public of such a rule at the start of every meeting. Such rule should be applied evenly to all speakers. Public speakers have the option of not signing in.
- A timer or clock should be displayed to monitor the length of time allotted to each public speaker.

SSC/ DCGC Members' Responsibilities

- Attend all meetings.
- Vote in person.
- Follow the Operating Norms and Code of Conduct.
- Agree on the dates and times of meetings by vote at the first official business meeting, as possible. The principal may call additional meetings as needed in consultation with SSC/ DCGC officers.
- Participate in trainings to carry out their duties effectively.
- Honor all decisions of the SSC/ DCGC, even if these decisions differ from one's personal opinions.
- Resign from their position at any time, but must do so in writing, and must submit the signed letter of resignation to the principal or administrative designee.

SSC/ DCGC ALTERNATES

- Election of alternates for the council is *optional*.
- Alternates should be elected for all stakeholder groups e.g. teachers, parents, students, and other school personnel, except the principal or designee.
- The principal's designee is not an alternate, but a member of the SSC/ DCGC.
- Alternates are not members until seated to replace current members upon a termination or resignation of membership.
- Alternates do not have voting privileges and are not counted for the establishment of quorum, until seated to replace a member that can no longer serve. (Refer to Attachment B1)

OFFICERS FOR SSC/ DCGC

CHAIRPERSON

- Preside at all meetings.
- Sign all letters, reports and other communications of the council.
- Perform all duties relevant to the office of the Chairperson.
- Participate in the planning of the meeting agendas.
- Have other such duties as are prescribed by the council.

PARLIAMENTARIAN

- Assist the Chairperson in ensuring all rules and bylaws are followed.
- Be knowledgeable about the California Open Meeting Law (Greene Act), District policies, bylaws of the council, and selected parliamentary procedures.
- Participate in the planning of the agenda.

VICE-CHAIRPERSON

- Represent the Chairperson in assigned duties.
- Substitute for the Chairperson in his or her absence.
- Participate in the planning of the agenda.

SECRETARY

- Conduct roll call to establish quorum.
- Keep minutes of all regular and additional meetings of the council.
- Provide the signed and dated original meeting minutes to the principal or designee.
- Assist in keeping the records of the council.
- Maintain a current roster of the council members.
- Perform other such duties as are assigned by the Chairperson.
- Participate in the planning of the agenda.



Thank you School Leaders

- Thank you for volunteering to be a part of your school's SSC/ DCGC. We know that you will be spending time engaged in meaningful and important discussions with other stakeholders regarding the school's SPSA, Safety Plan, Categorical Budgets, and listening to request by the school's ELAC committee.
- Please let the school staff know if there is additional information that you need to have a successful year as a member of the school's SSC/ DCGC.

QUESTIONS?

