



WELCOME TO CVESD PARENT LEADERSHIP SERIES MODULE 1!

WE WILL BEGIN SHORTLY,
IN THE MEANTIME, PLEASE
TAKE THIS BRIEF SURVEY
USING THE QR CODE.

THANK YOU!



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DAC 101: Introduction to Parent Leadership and Engagement

CVESD Parent Leadership Series

Module I: DAC 101

September 1, 2021





How are you
feeling
today?

Pick a number
and type it in
the chat box!





Today's goals...

Understand informational content in virtual handbook.

For DAC Reps, understand roles and functions of school SSC's and the DAC.

Review additional resources as they relate to how to conduct effective and efficient meetings.

Resources - Part I



[Resources](#)

1. School Calendar

2. 21-22 Meeting Schedule

3. CVESD Parent Leadership Series Training Dates

4. 21-22 Executive Board Officers

5. Directories

6. CVESD Dual Language Schools

7. Glossary

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ROLE AND FUNCTION OF SCHOOL SITE COUNCILS





What is a School Site Council (SSC)?

A School Site Council (SSC) is **group of teachers, staff, parents, administrators, and interested community members who work together to develop and monitor a school's improvement plan.** It is a legally required decision-making body for any school receiving federal funds.

The actions of the SSC constitute the first step in a formal process for developing improvement strategies and for allocating resources to support improvement efforts.





Functions of a School Site Council (SSC)

- Develop a comprehensive Single Plan for Student Achievement (SPSA).
- Ensure that the school is continually engaged in identifying and implementing curriculum and instructional practices.
- Develop a budget aligned to LCFF/LCAP requiring decisions from the School Site Council.





Functions of a School Site Council (SSC) *Continued*

- Recommend SPSA to School Board
- Recommend plan for targeting use of state (LCFF) and federal (Title I) funds to School Board
- Continuous planning, monitoring, and review of effectiveness
- Annual review and revision of Plan





Actions Required of the School Site Council



Source: CDE





Roles and Responsibilities of School Advisory Committees

- The SPSA must be developed with the advice, review, and certification of any applicable school advisory committees:
 - English Learner Advisory Committee
 - Gifted and Talented Education Advisory Committee
- Committees have a responsibility to advise the school on the special needs of students and on ways the school may meet those needs.





Roles and Responsibilities of SSC Members

- Regularly attend SSC meetings
- Become knowledgeable of state and local educational issues related to assessment, curriculum, and instruction
- Communicate SSC business internally and externally
- May appoint committees to perform tasks to assist the Council in developing, monitoring, or evaluating the SPSA





Roles and Responsibilities of SSC Members *Continued*

- Review District policies
- Develop training program for SSC members
- Review meeting and operating procedures
- Develop annual meeting calendar
- Review bylaws annually





Information Necessary for SSC Members

- Member roster and phone numbers/
e-mail addresses
- Copy of SPSA
- Copy of school budget
- Access to state content/performance standards, and
state frameworks
- Student achievement data
 - Local assessments
 - State assessments
 - Attendance





A School Site Council Is Not...

- A school management body
- A policy-making body
- A political organization
- A personnel committee
- A grievance committee
- A fundraising organization
- An extension of the PTA
- A social group





Check For Understanding

True or False

- The SSC helps develop the Single Plan for Student Achievement.
- SSC members make a plan to raise money for the school's budget.

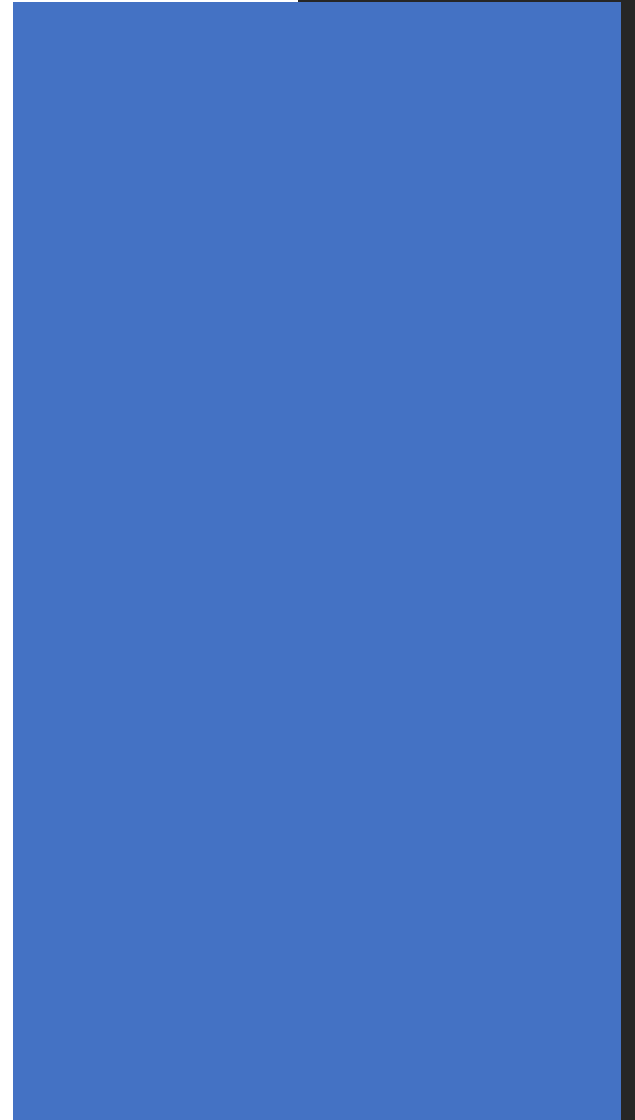


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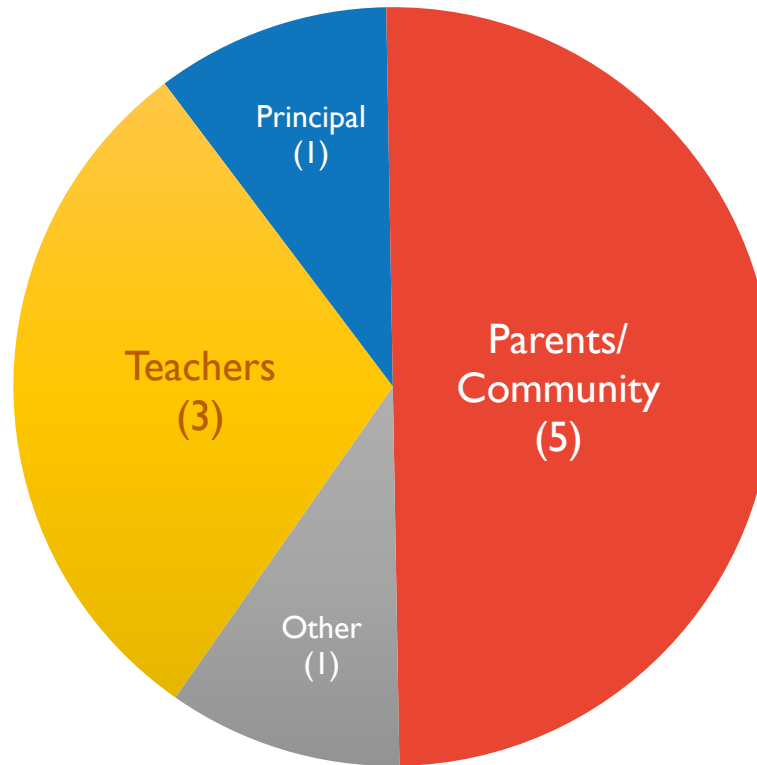


COMPOSITION OF THE SCHOOL SITE COUNCIL





Elementary Configuration (Recommended)



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Composition of the SSC Elementary

Any school which has two or more grades in the K-6 grade span:

- 10 member minimum, if all categories are to be represented
- One half staff and one half parents/community members
- Staff includes: Principal, majority of classroom teachers, other staff





Parent/Community Eligibility

- Parent is defined as the parent or guardian of a student at a school, unless that parent is a paid employee of the school district at *that* site.
- Community is defined as any person having an interest in the local school process and who is elected by parents to take one of their slots.



Source: California Institute for School Improvement (CISI)





Meeting Requirements

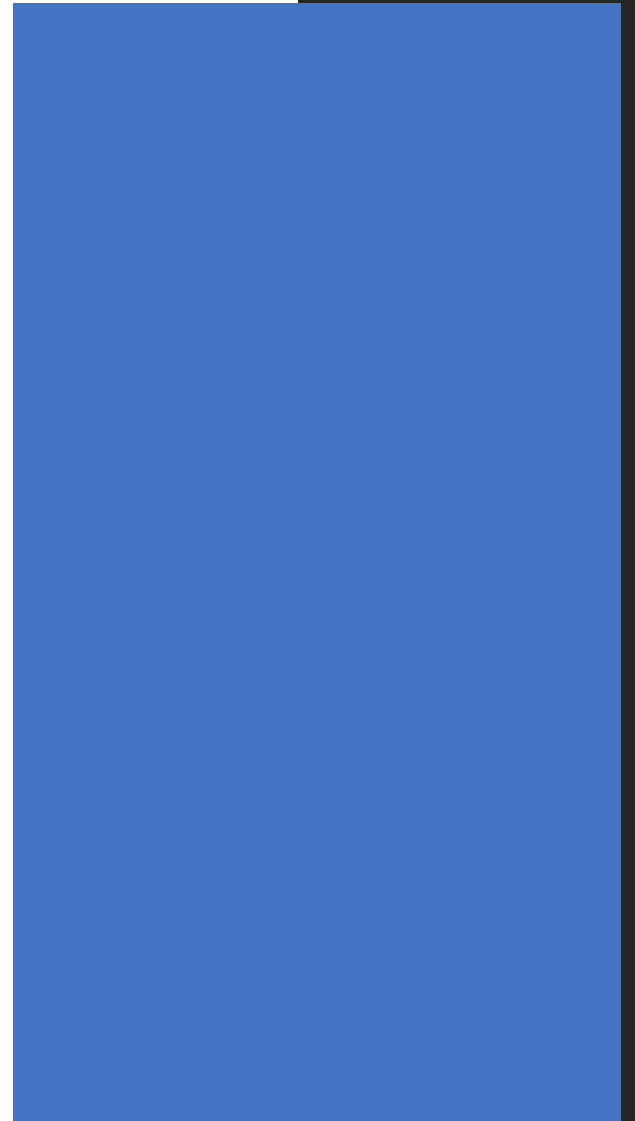
- Be open to the public.
- Allow the public to address the Council on any matter within the jurisdiction of the Council during oral communications.
- Post a meeting notice 72 hours in advance, specifying date, time, location, and agenda describing each item of business.
- Make any meeting materials available to the public upon request.

Source: California Institute for School Improvement (CISI)





SELECTION OF SSC MEMBERS





Definitions

- The Council shall be composed of the principal and representatives of:
 - Teachers **selected** by teachers at the school
 - Other school personnel **selected** by other school personnel at the school
 - Parents of pupils attending the school **selected** by such parents
- Community members may serve on the SSC if they are **selected by parents.**



Election of Teachers

- Notify teachers of the nomination process.
- Allow teachers to nominate self/other teachers
- Place name(s) on a ballot.
- Provide an opportunity for a “write-in” candidate.
- Establish a process to assure that all teachers receive a ballot.

Source: California Institute for School Improvement (CISI)





The Principal

- The law is very clear that the **principal is an active, voting member** of the Council
- SSC attendance and responsibilities **CANNOT** be assigned to an associate principal or other designee.
- In addition, the principal may not veto a decision of the Council or make plan or budget changes without SSC approval.
- The principal works collaboratively with the SSC to develop the SPSA.

Source: California Institute for School Improvement (CISI)





Definition of “Other” School Personnel

- Includes:
 - **Classified Personnel**
Clerical, instructional, custodial, and food services staff
 - **Administrative Personnel**
Associate Principals
 - **Certificated Support Staff**
Not assigned as a classroom teacher of record (e.g., counselors, resource teachers)
 - **Itinerant Staff**
Translators, nurse, psychologist



Election of Parents

- The School Site Council should reflect the school community, including all socioeconomic, ethnic, and program groups.
- The term “parent” includes a guardian.
- A “parent” **CAN** be an employee in the District, but **CANNOT** be employed at the school in any capacity (e.g., noon-duty, substitute).
- A community member may serve in the “parent” position as long as the person has been selected by parents of children in the school.

Source: California Institute for School Improvement (CISI)



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**CONDUCTING THE
SCHOOL SITE
COUNCIL MEETING**



Check For Understanding

True or False

- SSC composition must be 50% parents/community and 50% staff.
- A parent can serve on SSC, but cannot be employed with the District.





Conducting the Meeting

- Create a sign-in sheet for all who attend. The sign-in sheet should designate the various constituencies (administrative, teacher, classified, parent).
- Provide copies of agenda and all materials to SSC members and the public.
- Notify alternates for members that they may not vote and are not counted toward a quorum.
- Follow the posted agenda.



Conducting the Meeting *Continued*

- Use an agreed upon procedure (e.g., Robert's Rules of Order-10th edition) for conducting business
- Provide opportunities for discussion of items on the agenda
- Maintain minutes of the meeting for three (3) years



Source: California Institute for School Improvement (CISI)





Conducting the Meeting (Greene Act)

- The Council cannot act on any item that was not included on the posted agenda
 - Exception: If an action is needed and was not known at the time the agenda was posted, the SSC may, by unanimous vote, add the item to the agenda for action
- Questions and brief statements for clarification may be made as long as there is no impact on students or staff
- If these procedures are violated, upon demand of any person, the Council must reconsider the item at its next meeting after allowing for public comment on the item



Conducting the Meeting – Possible Agenda Items

- Monitoring and Reviewing of SPSA:
 - Review of Student Data
 - For all Students
 - For English Learners, Unduplicated Students, Students with Disabilities, etc.
 - Update on Personnel and/or Budget items related to Items in the SPSA
 - Update on Instructional Programs mentioned in the SPSA
 - Other Informational Items related to Student Achievement and Safety
- **Reminder: SSC Meetings are always open to the Public. Consider this when selecting your venue.**





Conducting the Meeting – Possible Agenda Items

School Site Council (SSC)

Legal Mandates and Recommendations

+ Date Accomplished:

	Selection/Election of SSC Council-Mandate
	Professional Development and Training for SSC-Roles and Responsibilities-Mandate
	Development of SSC Bylaws-Recommended
	Develop Meeting Calendar for 2017-18-Mandate
	Review Student Achievement Data-Mandate
	Monitor the Implementation of the Single Plan for Student Achievement-Mandate
	Coordinate with the Safety Committee regarding the Safe School Plan-Recommended
	Annually review and revise the plan and proposed expenditure of <u>funds</u>-Mandate
	Evaluate the effectiveness of the Single Plan for Student Achievement-Mandate

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ESTABLISHING BYLAWS



Bylaws

- Are not required by law
- Can serve as a guide for the SSC's actions
- Should be reviewed annually by a Bylaws Committee
- The Bylaws Committee should bring the recommended changes to the SSC

Source: California Institute for School Improvement (CISI)





More on the Bylaws

- A copy of the SSC bylaws should be provided to all members.
- The Chairperson of the SSC should annually review the bylaws with the Council members.
- Each member of the Council should take time to review the bylaws.
- Any material provided to a School Site Council should be made available to any member of the public who requests the materials pursuant to California Public Records Act [Chapter 3.5 (commencing with Section 6250) of Division 7 of Title I].





DAC Representative

- The parent community elects an individual to represent the school at DAC meetings.
- The DAC representative may be a SSC member.





DAC Representative – Recommendation

- If school representative to DAC is NOT an SSC member, it is recommended that the individual attend SSC meetings and share information from DAC meetings.





Check For Understanding

True or False

- Having SSC Bylaws is a requirement.
- Reviewing student achievement data with SSC is a mandate.



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Questions

Raise your hand or unmute
to ask any additional
questions.





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District Advisory Council (DAC)



Chula Vista Elementary School District

Language and Instruction

2021-22



DAC Responsibilities

The DAC shall facilitate open two-way communication between parents/community members and the District on the following responsibilities:

1. Disseminate information relevant to specially funded programs.
2. Serve in an advisory capacity to the CVESD Administration and Board of Education.
3. Keep informed and make recommendations on state (LCFF) and federal (Title I) funding regulations, i.e., Consolidated Application and Reporting System (CARS) and District Parent and Family Engagement Policy.
4. Assist in implementing school improvement programs such as School Site Council training and State Federal Program Monitoring.





DAC Responsibilities (Cont.)

5. Review legal requirements of programs specially funded by the state through the Local Control Accountability Plan (LCAP), taking into account the School Plan for Student Achievement (SPSA), to include target groups such as socioeconomically disadvantaged, English Learners and Foster Youth.
6. Promote communication and support for all School Site Councils, English Learner Advisory Committees, and other relevant school and CVESD committees and their members.
7. Report back the information learned from DAC/DELAC to SSC, ELAC and all applicable committees.
8. Enhance leadership development for parents by encouraging and advocating parent participation/engagement in local, regional and state conferences that promote and support parents of all language/ethnic groups.





DAC Elections

- Each school site shall annually elect one parent representative and a parent alternate to the DAC.
- Schools may conduct a school-wide election OR the School Site Council may elect a DAC representative and/or alternate from its members provided all parents are informed.
- In a school wide election, the DAC representative serves as an ex-officio member of the SSC.





DAC Meetings

Meetings must be open to the public and allow for public input.

Meeting notices and agendas must be posted at least 72 hours before the meeting.

Notices/agendas must be posted at school site and/or other appropriate place accessible to the public.

Meeting quorum is necessary to take action on agenda items. Quorum means the minimum number of elected representatives are in attendance.

Public must be provided access to all materials discussed and/or distributed at the meeting.



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Check for Understanding

True or False

- The DAC should be informed about state and federal program funding regulations and make recommendations on action items.
- DAC representatives report back information learned at DAC/DELAC meetings to other school parent committees.



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DAC Resources

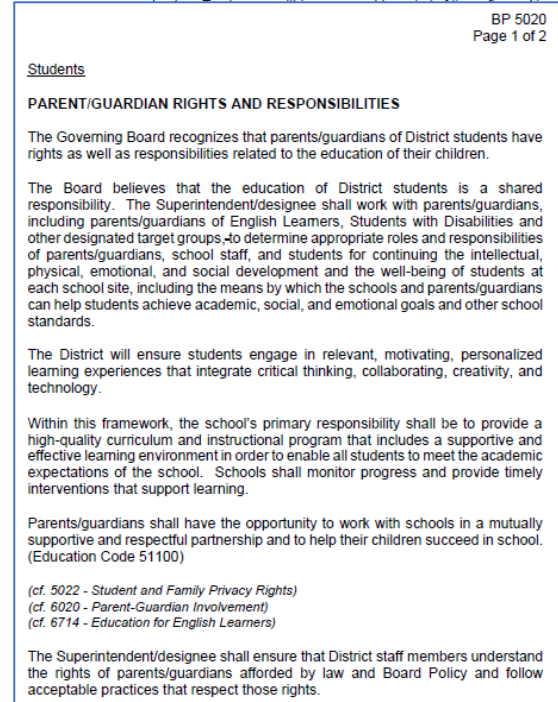
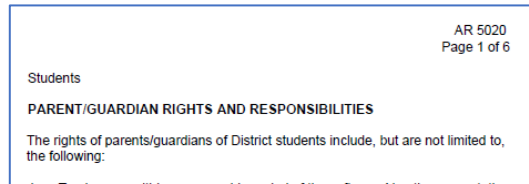
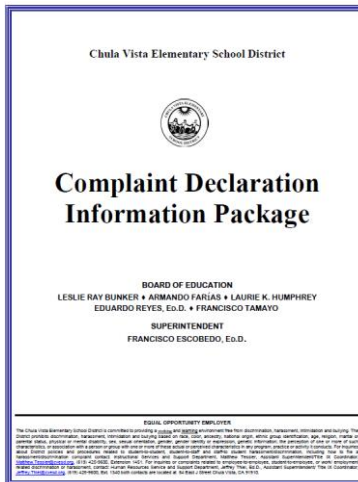
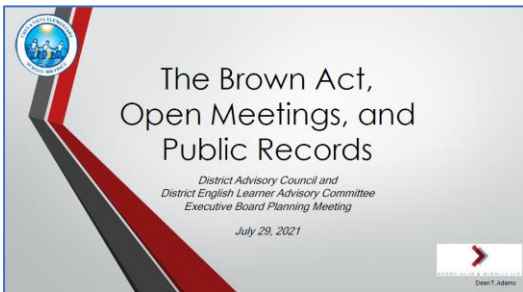
- [Chula Vista Elementary School District Webpage](#)
- [DAC/DELAC Webpage](#)
- [DAC-DELAC By-Laws](#)
- [DAC-DELAC By-Laws Attachments](#)



Resources— Part II

MEETING NORMS

1. Start and end on time.
2. Treat everyone with respect.
3. Be concise and brief with comments.
4. Let others finish their comments without interruption.
5. Express disagreement in terms of the ideas/issues; do not focus on individuals.
6. Listen to understand.
7. Assume positive intent.



AR 5020
Page 1 of 6

Students

PARENT/GUARDIAN RIGHTS AND RESPONSIBILITIES

The rights of parents/guardians of District students include, but are not limited to, the following:

BP 5020
Page 1 of 2

Students

PARENT/GUARDIAN RIGHTS AND RESPONSIBILITIES

The Governing Board recognizes that parents/guardians of District students have rights as well as responsibilities related to the education of their children.

The Board believes that the education of District students is a shared responsibility. The Superintendent/designee shall work with parents/guardians, including parents/guardians of English Learners, Students with Disabilities and other designated target groups, to determine appropriate roles and responsibilities of parents/guardians, school staff, and students for continuing the intellectual, physical, emotional, and social development and the well-being of students at each school site, including the means by which the schools and parents/guardians can help students achieve academic, social, and emotional goals and other school standards.

The District will ensure students engage in relevant, motivating, personalized learning experiences that integrate critical thinking, collaborating, creativity, and technology.

Within this framework, the school's primary responsibility shall be to provide a high-quality curriculum and instructional program that includes a supportive and effective learning environment in order to enable all students to meet the academic expectations of the school. Schools shall monitor progress and provide timely interventions that support learning.

Parents/guardians shall have the opportunity to work with schools in a mutually supportive and respectful partnership and to help their children succeed in school. (Education Code 51100)

(cf. 5022 - Student and Family Privacy Rights)
(cf. 6020 - Parent-Guardian Involvement)
(cf. 6714 - Education for English Learners)

The Superintendent/designee shall ensure that District staff members understand the rights of parents/guardians afforded by law and Board Policy and follow acceptable practices that respect those rights.

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Certificate of completion

To receive your certificate, click on the link and complete the requested information. Your certificate of completion will be mailed to the address provided.



Certificate of Completion

is hereby granted to

NAME

to certify completion of one module of the CVESD Parent Leadership Series

Module 1: DAC/DELAC 101

Dr. Pedro Carrillo

DELAC Chairperson

Lalaine Perez

Executive Director, Language
Development and Instruction

Matthew Baker

DAC Chairperson

<https://bit.ly/Module1Certificate>

Thank you for your engagement!

We look forward to seeing you on September 14 for Module II.



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