

# GUIDE TO A SUCCESSFUL SCHOOL SITE COUNCIL





## **FONTANA UNIFIED SCHOOL DISTRICT**

### ***Board of Education***

**Mr. Gus Hawthorn, President**

**Mrs. Kathy Binks**

**Dr. Arlene Piazza**

**Mrs. Laura Abernathy Mancha**

**Dr. D. Wayne Ruble**

### ***Superintendent***

**Jane Smith, Interim Superintendent.**

### ***Deputy Superintendents***

**Dr. Dick Stedry**

**Cali Olsen-Binks**

### **Associate Superintendents**

**Yolanda Mendoza**

**Dr. Gail M. Grant**

***Prepared by the Categorical Program Department***

**WELCOME!**

**YOU HAVE BECOME A MEMBER OF THE  
SCHOOL SITE COUNCIL, A CARING GROUP OF PEOPLE  
DEDICATED TO IMPROVING THE EDUCATION OF OUR  
CHILDREN.**

*THE SCHOOL SITE COUNCIL (SSC) IS COMPOSED OF:*

**PARENTS**

**TEACHERS**

**• OTHER' SCHOOL PERSONNEL**

**ADMINISTRATOR**

**STUDENTS (Secondary Level)**

## SCHOOL SITE COUNCIL HANDBOOK

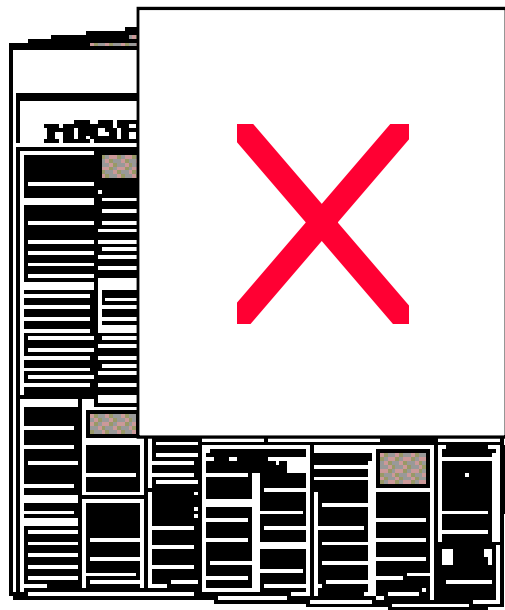
The School Site Council (SSC) is intended to be a decision-making body that represents all stakeholders of the school community. The school principal, teachers, other school personnel, parents and students (secondary level) make up this group. Their primary responsibility is to identify common goals and assist the leadership team in establishing a plan to achieve the goals. The key to a successful SSC depends upon a good working relationship among all members of the Council. Each member of the Council shares their unique perspective and knowledge of the school's needs, as they affect all students, during SSC meetings.

The principal and teachers contribute background knowledge in instructional practices; parents provide the insights on how effective the school is working and how well their children understand their assignments; and students offer insight on the range and effectiveness of learning opportunities available. Other personnel at the school, such as counselors, instructional aides and clerical staff can share insights on how the school can function to support student learning.

School Site Councils operate under the policy direction and with the approval of the Board of Education. As the school leadership team and SSC develop, monitor and revise the Single Plan for Student Achievement, the SSC allocates resources to support the plan. There should be continual communication between the SSC, grade levels and departments to ensure that each group supports the other. Communication is essential for each SSC, grade level, department and the Board of Education to understand the goals and needs of the other. Communication could

take place through the school newsletter, minutes of meetings being posted in prominent places, and reports made during grade level and department meetings.

By working cooperatively, all elements of the school population ensure that each school site plan focuses resources upon improvement strategies, which guarantee that all students meet high standards.



## ADVANTAGES of School Site Council

Schools benefit from having School Site Councils because they:

- provide an open forum for discussing educational issues
- provide an opportunity for interaction by parents, teachers and administrators
- foster the importance of decision making at the site level
- contribute to the Single Plan for Student Achievement
- assist in defining educational needs and problems

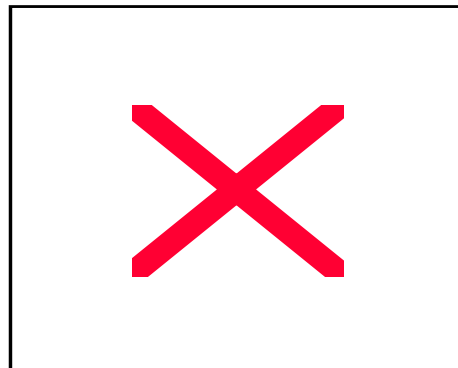
## ORGANIZATION of School Site Council

To ensure parity at both the elementary and secondary levels, the Council must be made up of:

- the principal
- elected classroom teachers
- elected parents
- other elected school personnel
- elected students (secondary level)

Following is an example of the membership of an elementary level School Site Council:

- 1 principal
- 1 'other' school personnel
- 3 teachers
- 5 parents



Following is an example of the membership of a secondary level School Site Council:

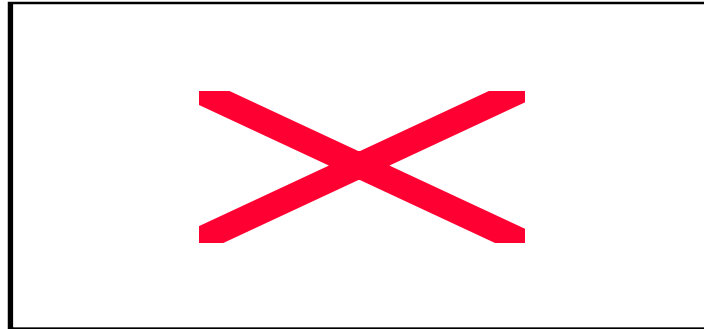
1 principal

1 'other' school personnel

4 teachers

3 parents

3 students



A parent or guardian of a student is defined in the *California Code of Regulations (1990)*, Section 4002, as a parent or guardian who is not employed by the school district. Education Code Sections 52852 and 54722: "An employee of a school who is also a parent or guardian of a pupil who attends a school other than the school of the parent's or guardian's employment, is not disqualified by virtue of this employment from serving as a parent representative on the School Site Council established for the school that his or her child or ward attends." (School Improvement Office, School Site Council Handbook, page 37).

Ed. Codes 52012, 52852, 54724 require that a School Site Council be established at a school site that participates in SIP, SBCP, SB65.

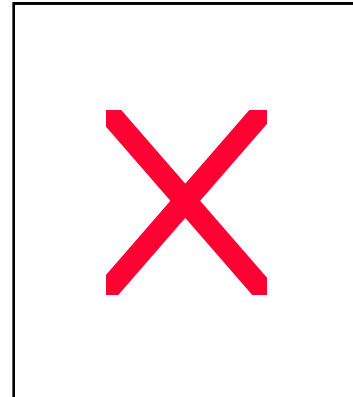
## DUTIES of School Site Council Members

### Secretary

Share minutes from previous meeting

Write minutes of each meeting, including:

- names of people speaking during meetings, when appropriate
- topics discussed
- decisions made
- tasks assigned – to whom assigned and when they will be completed
- topics for next meeting
- sign-in sheets



The secretary will send one copy of the minutes, sign-in sheets, agendas and any handouts to the District Categorical Programs Office within two weeks of the meeting date. Six (6) copies of the minutes also need to be turned in to the Superintendent's Office for distribution to Board members.

### Chairperson/Chairpersons *(A parent should be strongly encouraged to become the Chairperson)*

- attend training by the site or district personnel
- run meetings according to agenda items
- help plan agendas
- support the school/parent relationship
- be aware of all school events taking place
- be flexible and open to all members
- be the eyes and ears of the community and keep the school informed of their issues and concerns



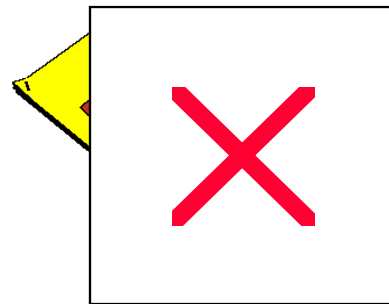
Note: Some SSC's have two people share the Chairperson's job to make the job less demanding by dividing responsibilities, and create overlapping Co-Chairs so there is always an experienced Chairperson helping the new one.

### Parliamentarian

- advises Chairperson and other members on parliamentary procedure
- may never make a ruling on parliamentary procedure (only the Chairperson may make such a ruling)
- Robert's Rules of Order will be followed

### District Advisory Committee (DAC) Representative

- attends all district meetings or arranges for an alternate to attend if they cannot
- reports back to the SSC

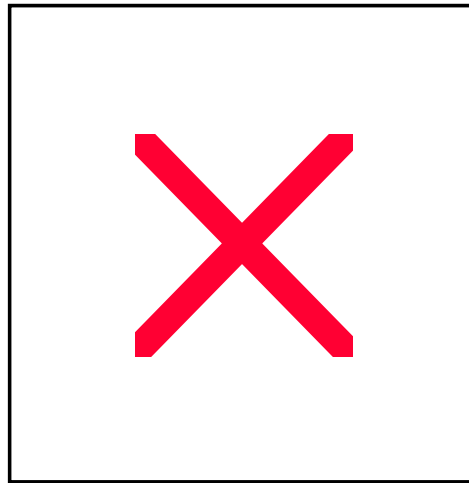


### SSC Members

- make recommendations to the principal
- approve the categorical budget
- assist with the development and monitoring of the Single Plan for Student Achievement
- review how effectively the school's program is being carried out

The SSC may advise the principal of:

- matters related to the educational needs and goals
- opinions and attitudes of parents, teachers and students on significant issues
- methods to improve communication between the school and the family
- the development of an evaluation tool for reporting the school's progress to the community



The SSC is NOT:

- a policy-making body
- a political organization
- a personnel committee
- a grievance committee
- a school management committee
- a fund-raising committee
- an extension of the PTA or Parent Club
- a social group

## RULES AND REGULATIONS of the School Site Council

School Site Council meetings should be open to the public with the date, time and location of meetings posted at the school site or other appropriate place accessible to the public, at least 72 hours before the time set for the meeting.



Any member of the public shall be able to address the Council during the meeting on any item within the agenda items posted.

The Council may not take any action on an item of business unless the item appears on the posted agenda or the Council members may, by unanimous vote, decide to add agenda items that have come to the attention of the Council after the agenda was posted.

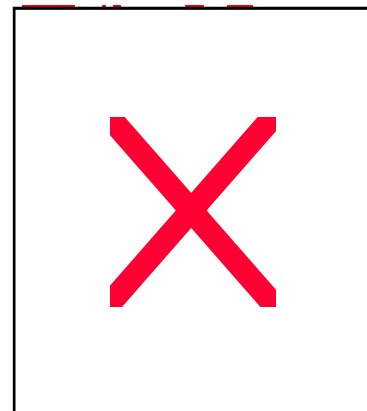
Information and handouts need not be listed on the agenda, i.e., mentioning some activity taking place in the community. Members with individual or personal concerns about their child should speak with teachers and/or administrators privately.

If a Council violates the procedural meeting requirements described above, and upon the demand of any person, the Council shall reconsider the items at its next meeting after allowing public input on the item.

Any materials provided to a School Site Council shall be made available to any member of the public who requests the materials. (The Brown Act, SB355)

## GUIDELINES for Productive School Site Council Meetings

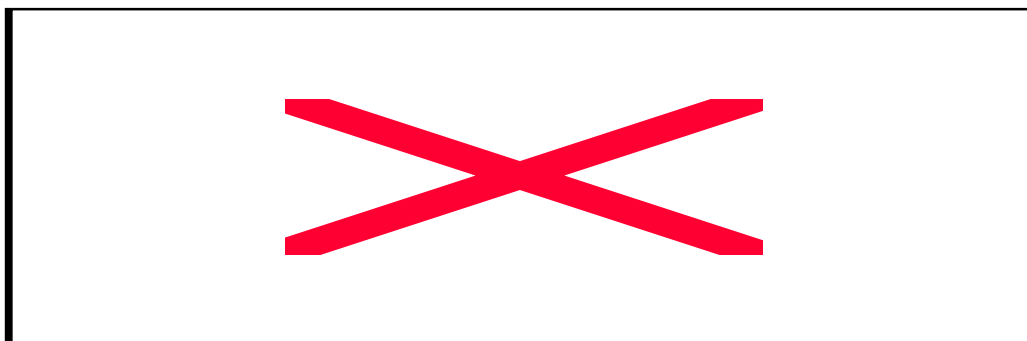
1. Members will arrive on time
2. Meetings will begin on time
3. No personal attacks on other members
4. Everyone has the right to express his/her opinion
5. Members will read the minutes
6. Members will keep a notebook that will include copies of the school plan, bylaws, minutes and agendas
7. Babysitting will be available for children of those attending SSC meetings
8. A translator will be available, as needed
9. Membership roles will be clearly explained and agreed upon
10. A site SSC notebook will be kept including agendas, minutes, bylaws, a list of members, the year members were elected to the SSC and offices held by members
11. Informative guest speakers from the community and School District may be added to your agendas
12. Let members introduce themselves at the beginning of each school year, visitors may introduce themselves as they attend subsequent meetings. Name tags may be used to help remember names



## Suggested Agenda Topics

- School Site Council training for all Council members
- Training in parliamentary procedure/conducting SSC meetings
- Review Bylaws
- Select DAC and English Learners Advisory Committee (ELAC) representatives
- DAC and ELAC representative reports
- Explanation of Title I (Reauthorization)
- Explanation of School-Based Coordinated Program
- Explanation of Schoolwide Program
- English Learners programs/funding
- What are “standards”
- Coordination of other program funds
- Policies (federal, state, site) regarding parent involvement
- Parent Education opportunities
- Needs assessment
  - Discussion of testing information, data, etc.
  - Parent surveys/teacher surveys
- Title I Compacts
- Increasing and monitoring parent involvement
- Input in developing Single Plan for Student Achievement, amendments and budgets
- Explanation of STAR program
- Sharing your school’s successes!!!
- Uniform Complaint Procedure

- Discussion of proposed expenditure items
- Review and approve budget and Single Plan for Student Achievement
- High School Exit Exam
- Fast ForWord/4WD
- Focus on Achievement
- Academic Performance Index (API)
- Stay informed concerning State and District Standards, and CCR throughout the school year
- Explanation of report cards, promotion/retention policy
- Description of new legislation reform programs
- District/site parent centers
- School uniforms
- Forming partnerships with community members
- Classroom volunteers
- Supporting students' academic success
- Current events/programs/services in the school, such as: safety, parent library, preschool, homework clubs, etc.
- Plans for back-to-school night
- Core Curriculum



## DOCUMENTATION for the School Site Council

### Common Pages of the Single Plan for Student Achievement

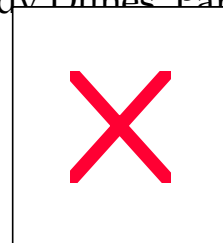
- documentation that all members are listed in the common pages and assurances of the Single Plan for Student Achievement and kept on file at each site and at the District Categorical Programs Office

### Agenda Requirements

- develop agenda and include: time, location, date of meeting, and business to be discussed or acted upon
- additional background information concerning agenda items will be available at each school site office
- every item of business must be on the agenda
- there must be opportunity for public input
- future agenda items
- post agenda for public viewing, at least 72 hours before the meeting
- follow the agenda

### Minutes for Each Meeting

- must contain names of elected members present, by group category (parents, teachers, 'others', administrator), i.e., ~~Sandy Dunes Parent~~
- listing non- members who are present is optional
- must be sent to appropriate District offices

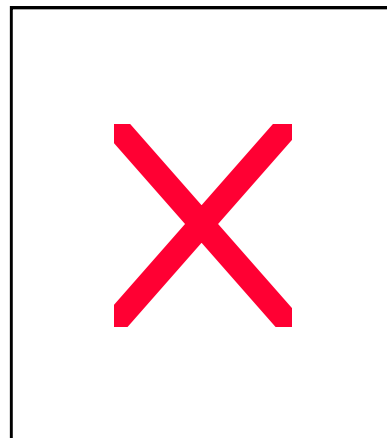


## Election Process

Documentation for each group, nomination forms, ballots:

- classroom teachers
- parents/community
- ‘other’, all classified and certificated employees who provide supplementary services for students during the regular school day

***ALL DOCUMENTS MUST BE KEPT FOR FIVE YEARS***





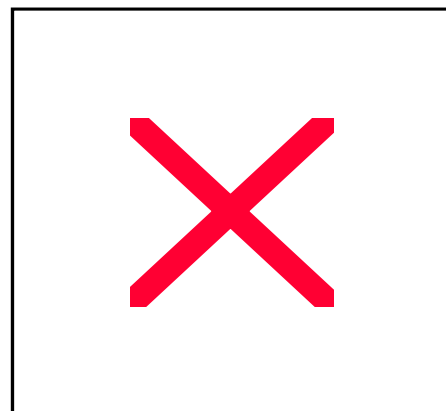
# APPENDICES

*A. SAMPLE COMPOSITION*

*B. ORGANIZATION AND RULES FOR  
SCHOOL SITE COUNCIL BYLAWS*

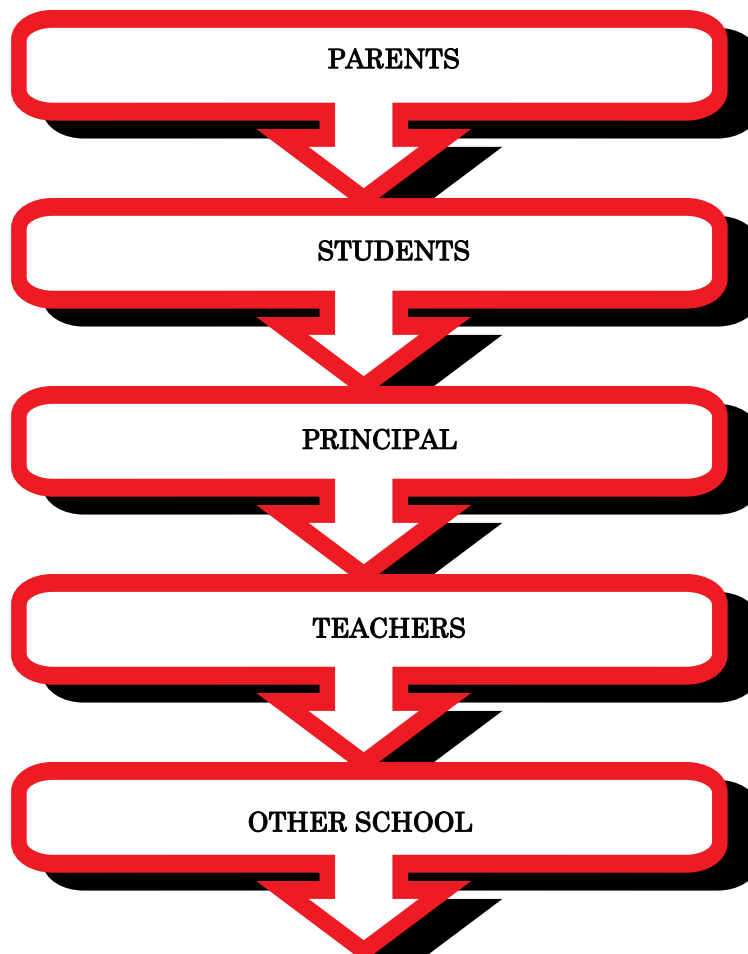
*C. SAMPLE MINUTES*

*D. LIST OF ACRONYMS*



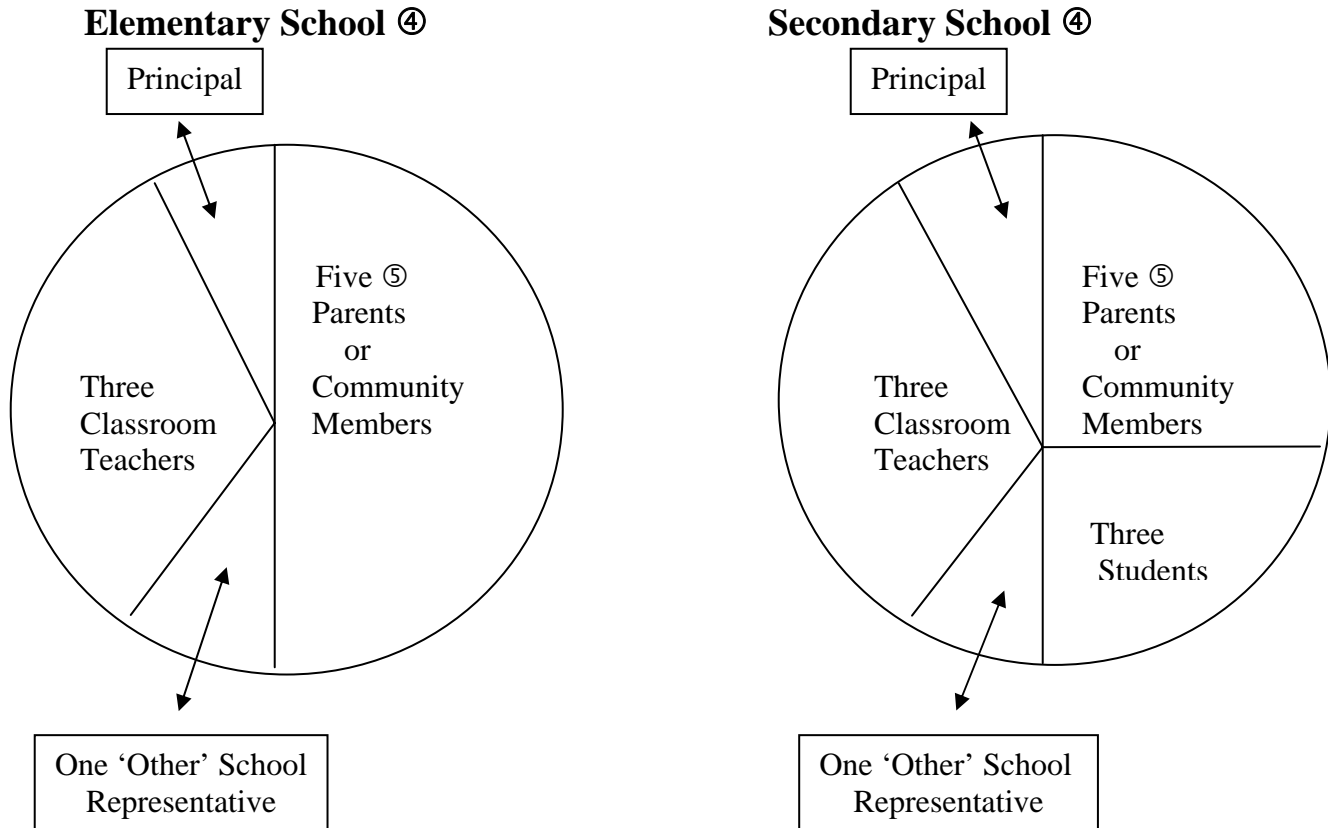
# APPENDIX A

## *SAMPLE COMPOSITION*



The SSC composition requirements as they might be implemented at an elementary and a secondary school are illustrated as follows:

### Sample Compositions

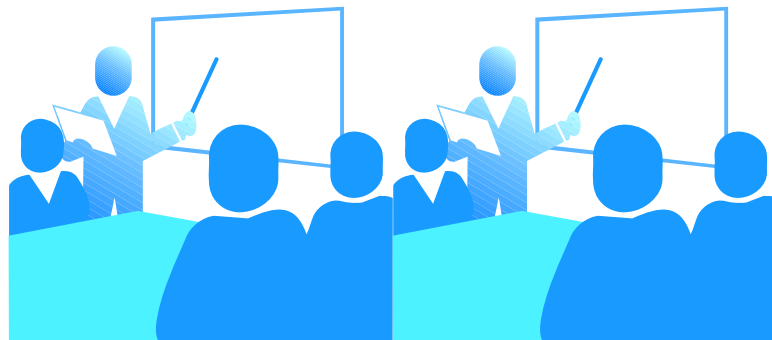


④An elementary school as defined in the *California Code of Regulations (1990)*, Section 4007, is a school with two or more grades in the K-6 grade span (e.g., K-6, 4-6, K-8). A secondary school is a school with fewer than two grades in K-6 grade span (e.g., 6-8, 7-8, 9-12).

⑤A parent or guardian of a student is defined in the *California Code of Regulations (1990)*, Section 4002, as a parent or guardian who is not employed by the school district. Within the SIP provisions this limits a parent or guardian who is a district employee to being able only to serve on the staff position of the SSC and then only at the school site where he or she is employed. The SBCP and SB 65 programs provide for a wider range of parent/employee membership through the following language in Education Code Sections 52852 and 54722: “An employee of a school who is also a parent or guardian of a pupil who attends a school other than the school of the parent’s, or guardian’s employment, is not disqualified by virtue of this employment from serving as a parent representative on the school site council established for the school that his or her child or ward attends.”

# APPENDIX B

## *ORGANIZATION & RULES FOR SCHOOL SITE COUNCIL BYLAWS*



# **ORGANIZATION AND RULES FOR SCHOOL SITE COUNCIL BYLAWS**

Each Council should define for itself in writing the way it will be organized and the rules under which it will conduct its business. The most common method of doing this is by drawing up a set of bylaws. These rules relating to the way in which the members will act can vary from school-to-school depending upon the local circumstances, but it is likely that each Council will need to make decisions regarding each of the areas outlined below.

## **GENERAL EXISTENCE OF THE GROUP**

Name of the group

Relation of the group to other groups, such as the school, district, etc.

## **LIMITATION FOR THE COUNCIL**

By the enabling legislation due to the district policy

By the agency administering the special program due to the local school policy

## **THE MEMBERSHIP OF THE COUNCIL**

Voting members

Non-voting members

Alternate members

Selection of members

Attendance of members

Replacement of members

Vacancies

## THE OFFICERS OF THE COUNCIL

Designation of officers  
Election to the office  
Replacement of officers

Duties of each officer  
Length of terms of officers  
Duties of members

## MEETING OF THE COUNCIL

Regular meetings  
Quorum requirements

Special meetings  
Place of meetings

## THE PURPOSE OF THE GROUP

The goal of the Council

## COMMITTEES OF THE ORGANIZATION

Permanent committees  
Membership committees  
Powers of committee

Ad Hoc committees  
Rules of committee operation

## RULES OF ORDER OF THE COUNCIL

Adoption of an existing set of rules, such as Robert's Rules of Order, or develop a local set of rules of order

## AMENDMENTS

Conditions under which amendments will be made

**“SAMPLE”**  
**BYLAWS**  
**SCHOOL-BASED COORDINATED PROGRAMS (SBCP)**  
**SCHOOL SITE COUNCIL**

**Preamble**

In order to provide greater flexibility for schools in coordinating and using the various funds they receive while providing individual program protections, and to meet the unique needs of all students in the regular program through collaborative decision making between parents and the school community, we adopt these bylaws.

**ARTICLE I**  
**Name of the Council**

The name of this Council shall be the \_\_\_\_\_  
School-Based Coordinated Programs School Site Council (SBCP, SSC)

**ARTICLE II**  
**Role of the Council**

The Council will assist in developing a Single Plan for Student Achievement and budget, which provides curricula, instructional strategies, materials and resources that are responsive to the individual needs of all students. The plan will also provide for the needs of identified students, staff development, program evaluation, and appropriate program expenditures. The plan and school categorical budget will be approved by the Council, updated annually, and will specify how the school intends to meet the individual needs and learning styles of all its students through full access to and participation in a rigorous core curriculum.

This section of the bylaws shall in no way be construed as giving the School Site Council a veto over any education program. The Council shall be an advising and collaborating Council in order to further the purpose of education and the specific purpose of these bylaws. In the absence of written consent, no Council member shall be required to provide any sum of money, property or service other than services described herein, to the School Site Council. The Council shall carry out all other duties and responsibilities assigned to it in the Education Code of the State of California.

### **ARTICLE III**

#### **Members**

##### **Section 1 - Size and Composition**

The SBCP School Site Council shall be composed of a minimum of ten (10) members at the elementary and twelve (12) at the secondary level.

Half the members will be the principal, classroom teachers, and other school personnel; half parents, students and/or other community members. Community members (if selected) will be selected by parents of students attending the school. Council members representing parents and/or community members may be employees of the school district but may not serve as a parent representative at the site of employment. Parents may serve as a staff member of the Council if they are employed by the site and have children attending school at that site.



## Section 2 - Term of Office

All members of the Council shall serve for a two-year term. However, in order to achieve staggered membership, one-half, or the nearest approximation thereof, of the members representing parents or community members and one-half, or the nearest approximation thereof, of the members representing teachers and other school personnel (except the principal) shall serve for a one-year term only during the first year of the Council's existence. At the first regular meeting of the Council, a chance method shall be used to determine which members shall serve one-year terms. At the conclusion of a member's term, at least one year shall elapse before such member may be selected to a new term.

## Section 3 - Voting Rights

Each member shall be entitled to one vote and may cast that vote on each matter submitted to a vote of the Council. The elected alternate shall vote in the absence of the representative. Absentee ballots shall not be permitted.

## Section 4 - Termination of Membership

A member shall no longer hold membership should he or she cease to be a resident of the area or no longer meets the membership requirements under which he or she was selected; e.g., a parent becomes employed by the district. Membership shall automatically terminate for any member who is absent from all regular meetings for a period of three consecutive months. The Council, by affirmative vote of two-thirds of all of the members, can suspend or expel a member.

## Section 5 – Transfer of Membership

Membership in the School Site Council is not transferable or assignable.

## Section 6 – Resignation

Any member may resign by filing a written resignation with the principal of the school.

## Section 7 – Vacancy

Any vacancy on the Council shall be filled for the remainder of the school year by appointment by the chairperson. If the unexpired term is for another full year thereafter, the term for that year shall be filled by the regular selection process.

# **ARTICLE IV Officers**

## Section 1 – Officers

The officers of the School Site Council shall be a chairperson, vice-chairperson, secretary, and such other officers as the Council may deem desirable. The principal may not serve as the chairperson. School Site Council officers should be parents (if at all possible).

## Section 2 – Election and Term of Office

The officers of the School Site Council shall be elected annually and shall serve for one year or until each successor has been elected.

### Section 3 - Removal

Any officer may be removed by a two-thirds vote of all members sitting on the School Site Council whenever, in the judgment of the Council, the best interest of the Council would be served thereby.

### Section 4 - Vacancy

A vacancy in any office because of death, resignation, removal, disqualification, or otherwise shall, by special election, be filled by the School Site Council for the unexpired portion of the term.

### Section 5 - Chairperson

The chairperson shall preside at all meetings of the School Site Council and may sign all letters, reports, and other communications of the School Site Council. In addition, the chairperson shall perform all duties incident to the office of the chairperson and such other duties as may be prescribed by the School Site Council from time to time.

### Section 6 - Vice-Chairperson

The duties of the vice-chairperson shall be to represent the chairperson in assigned duties and to substitute for the chairperson during his or her absence, and the vice-chairperson shall perform such other duties as from time to time may be assigned by the chairperson or by the School Site Council.

### Section 7 - Secretary

The secretary shall keep the minutes of the School Site Council meetings, both regular and special. True and correct minutes shall be provided to each member and other persons the School Site Council deems necessary.

Other duties performed by the secretary shall include: notices of all meetings shall be given to members with the provisions of these bylaws, maintain School Site Council records, keep a register of the address and telephone number of each member of the School Site Council which shall be furnished to the secretary by each member and perform all other duties of the office.

### Section 8 - Parliamentarian

The parliamentarian is a consultant who advises the chairperson and other officers, committees, and members on matters of parliamentary procedure. His/her role during a meeting is primarily an advisory and consultative one, since parliamentary law gives to the chair alone the authority to rule on questions of order or to answer parliamentary inquiries. A parliamentarian never rules - only advises.

## **ARTICLE V Committees**

### Section 1 - Standing and Special Committees

The School Site Council may from time to time establish and abolish such standing or special committees, as it may desire. No standing or special committee may exercise the authority of the School Site Council.

### Section 2 - Membership

Unless otherwise determined by the School Site Council in its decision to establish a committee, the chairperson of the School Site Council shall appoint members to the various committees.

### Section 3 - Term of Office

Each member of a committee shall continue as such for the term of his or her appointment and until his or her successor is appointed, unless the committee shall be sooner terminated or abolished, or unless such member shall cease to qualify as a member thereof.

### Section 4 - Rules

Each committee may adopt rules for its own government not inconsistent with these bylaws or with rules adopted by the School Site Council or with policies of the governing board.

### Section 5 - Quorum

Unless otherwise provided in the decision of the School Site Council designating a committee, a majority of the committee shall constitute a quorum, and the act of a majority of the members present at a meeting in which a quorum is present shall be the act of the committee.

### Section 6 - Vacancy

A vacancy in the membership of any committee may be filled by an appointment made in the same manner as provided in the case of the original appointment.

## **ARTICLE VI**

### **Meetings of the School Site Council**

#### Section 1 - Regular Meetings

The School Site Council shall meet regularly, at least ten (10) times a year.

## Section 2 – Special Meetings

Special meetings may be called by the chairperson or by majority vote of the School Site Council.

## Section 3 – Place of Meetings

The School Site Council shall hold its regular monthly meetings and its special meetings in a facility provided by the school and readily accessible by all members of the public, including handicapped persons.

## Section 4 – Notice of Meetings

Public notice of meetings shall be given, in writing and agendas posted seventy-two (72) hours in advance in a place accessible to the entire school community and parents. Any change in the established date, time or location must be given special notice. All special meetings shall be publicized in writing. All committee meetings shall be held as open meetings and conducted in ordinance with the state open meeting laws (the Brown Act).

## Section 5 – Decisions of the SBCP School Site Council

All decisions of the School Site Council shall be made only after an affirmative vote of majority of its members in attendance, provided a quorum is in attendance.

If EIA/LEP services are coordinated in a School-Based Coordinated Program, the School Site Council must consult with the school-level English Learners Advisory Committee (ELAC) prior to submitting the Single Plan for Student Achievement and budget. If the ELAC meets with the SSC, agendas should address all of the following:

- ◆ development of the Single Plan for Student Achievement for bilingual education
- ◆ conduct the school's needs assessment for training, bilingual issues and programs
- ◆ the school's language census
- ◆ efforts to make parents aware of the importance of regular school attendance

### Section 6 - Quorum

The presence of fifty-one (51) percent of the total membership shall be required in order to constitute a quorum necessary for the transaction of the business of the School Site Council. No decision of the School Site Council shall be valid unless a majority of the members then holding office concur therein by their votes.

### Section 7 - Agenda

The chairperson, in consultation with the district representative, shall be responsible for preparation of the agenda for each meeting. The agenda shall include an opportunity for presentation of new business from the floor, and shall provide for public comment and testimony on each topic.

### Section 8 - Minutes

Minutes shall be kept for each meeting and submitted for approval at the next meeting. The minutes of the meeting shall be made available for any interested person or group and shall be forwarded to the Superintendent's Office.

## Section 9 - Conduct of Meetings

All regular and special meetings of the School Site Council shall be conducted in accordance with Robert's Rules of Order or in accordance with an appropriate adaptation thereof.

## Section 10 - Meetings Open to the Public

All regular and special meetings of the School Site Council and of its standing or special committees shall be open at all times to the public.

### **ARTICLE VII Amendments**

These bylaws may be amended at any time by a two-thirds affirmative vote of the members of the Council, provided that the amendment is used to further the purpose of the Council as herein expressed. Any amendments must conform with the Education Code of the State of California.

In witness thereof, the \_\_\_\_\_ School Site

Council has caused these bylaws to be duly executed on the \_\_\_\_\_  
(Day)

\_\_\_\_\_/\_\_\_\_\_.  
(Month) (Year)

Name of School Site Council Chairperson \_\_\_\_\_

Signed \_\_\_\_\_  
(Chairperson, School Site Council)



# APPENDIX C

## *SAMPLE MINUTES*



# “Sample SSC and ELAC Minutes”

Creative Elementary School  
School Site Council and English Language  
Advisory Committee

## Minutes

December 1, 2001

### Those in attendance:

Ms. A., Principal; Ms. B, Vice-Principal; Mr. C, Parent/ELAC; Mr. Cc, Teacher/ELAC; Ms. D, Literacy Leader/ELAC; Mr. E, Parent/ELAC; Ms. X, Chairperson; Ms. F, Parent/SSC; Mrs. G, Secretary, Parent/ELAC; Ms. H, Teacher/SSC; Mr. W, Parent/ELAC; Mr. I, Literacy Leader/SSC; Mrs. J, Parent/SSC Chairperson; Mrs. K, Parent/SSC; Mr. L, Other/SSC; Ms. M, Translator; Mrs. N, Project Clerk; Mr. O, Site Program Specialist; Mr. P, Ms. Q, Mrs. R, Ms. S, are non-members.

### 1. Welcome and Introductions:

The meeting was called to order at 3:15 p.m. by Mrs. J, Parent and SSC Chairperson. Everyone was welcomed with introductions made.

Ms. M was introduced as the Spanish Translator.

### 2. Minutes:

Mrs. J asked that the minutes be read silently. Those in attendance read the minutes. Mrs. J called for a motion that the November 4, 2001 minutes be approved. Ms. D, Teacher/ELAC member so moved. Ms. H, Teacher/SSC member, seconded the motion.

### 3. New Business:

#### Membership:

Mrs. J reported that the SSC needs one teacher and two parents for next year's membership.

## Sample SSC and ELAC Minutes - December 1, 2001

### Career Center for Parents:

Pleasant Middle School will be hosting a career center for parents on Tuesdays from 6:00-9:00 p.m. Mrs. J instructed all interested to call Pleasant for more information (phone number 123-4567).

### 4. Parent Concerns:

Mrs. K wanted to know if parents could request tracks in order to keep certain students separated. Ms. A said no promises about tracks could be made but she would check in to placing students in different classrooms, possibly on the same track. Parents wanted to know how to get test information. Mr. I, Teacher and SSC member, suggested that parents make an appointment with teachers to look at test scores. Ms. D added that Ms. T, in the main office, is a community aide and is available to translate at parent/teacher meetings.

### Chairperson:

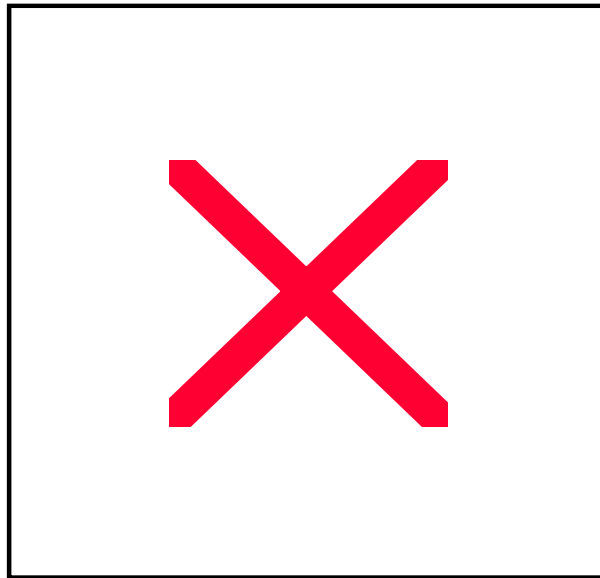
Ms. A led all present in thanking Mrs. J, (Chairperson), for coming to meetings month after month for two years and leading meetings so well. Mrs. J's dedication and help have been greatly valued. She will be missed.

### 5. Adjournment:

Ms. D moved the meeting be adjourned. Mrs. K seconded the motion. The meeting was adjourned at 4:20 p.m.

# APPENDIX D

## *LIST OF ACRONYMS*



**2003-2004  
List of Acronyms**

The following is a list of selected acronyms used throughout Consolidated Programs and related materials

<b>ADA:</b>	Average Daily Attendance	<b>MOU:</b>	Memorandum of Understanding
<b>ALT:</b>	EIA – Alternative Program	<b>NC:</b>	Noncompliant
<b>API:</b>	Academic Performance Index	<b>NCLB:</b>	No Child Left Behind
<b>AR:</b>	Annual Report to the LEP Staffing Plan	<b>NRT:</b>	Norm-Referenced Test
<b>AYP:</b>	Adequate Yearly Progress	<b>PD:</b>	Professional Development
<b>CBET:</b>	Community Based English Development Tutoring	<b>PI:</b>	Program Improvement
<b>CCR:</b>	Coordinated Compliance Review	<b>PSAA:</b>	Public Schools Accountability Act of 1999
<b>CDE:</b>	California Department of Education	<b>R30-LC:</b>	Annual Language Census
<b>CELDT:</b>	California English Language Development Test	<b>ROP:</b>	Regional Occupational Program
<b>CHSEE:</b>	California High School Exit Exam	<b>RSP:</b>	Resource Specialist Program
<b>CSR:</b>	Class Size Reduction	<b>SBCP:</b>	School-Based Coordinated Program
<b>DAC:</b>	District Advisory Committee	<b>SBE:</b>	State Board of Education
<b>DATE:</b>	Drug, Alcohol, and Tobacco Education	<b>SCE:</b>	State Compensatory Education
<b>DELAC:</b>	District English Learner Advisory Committee	<b>SDFS&amp;C:</b>	Safe and Drug Free Schools and Communities
<b>DFSC:</b>	Drug Free Schools and Communities	<b>SES:</b>	Supplemental Educational Services
<b>EDY:</b>	Educationally Disadvantaged Youth	<b>SIP:</b>	School Improvement Program
<b>EIA:</b>	Economic Impact Aid	<b>SPSA:</b>	Single Plan for Student Achievement
<b>EL:</b>	English Learner (see also LEP)	<b>SSC:</b>	School Site Council
<b>ELAC:</b>	English Learners Advisory Committee	<b>SWP:</b>	Schoolwide Program
<b>ELD:</b>	English Language Development	<b>TUPE:</b>	Tobacco Use Prevention Education
<b>ESEA:</b>	Elementary and Secondary Education Act	<b>UCP:</b>	Uniform Complaint Procedure
<b>FEP:</b>	Fluent-English Proficient	<b>USDE:</b>	United States Department of Education
<b>FOA:</b>	Focus on Achievement	<b>WASC:</b>	Western Association of Schools and College
<b>GATE:</b>	Gifted and Talented Education		
<b>GFSA:</b>	Gun-Free Schools Act		
<b>IASA:</b>	Improving America’s Schools Act		
<b>II/USP:</b>	Immediate Intervention Underperforming Schools Program		
<b>LEA:</b>	Local Education Agency		
<b>LEP:</b>	Limited-English Proficient		