



# PASADENA UNIFIED SCHOOL DISTRICT

## Special Projects, State and Federal Programs

### General SSC and SPSA Information

#### HOW DO I KNOW IF MY SSC COMPOSITION IS VALID?

A school site council is composed of two groups: school employees and non-school employees. Generally speaking, all of the following items have to be met for your school site council composition to be "valid":

- The number of school employees and non-school employees must be equal
- For schools with more than 300 students, there must be a minimum of 10 members
- The school employee group must
  - be majority of classroom teachers selected by classroom teachers
  - Include at least 1 non-classroom teacher selected by non-classroom teachers (this includes classified and non-classroom based certificated staff).
  - Automatically includes the principal or designee
- The non-school employee group must
  - Consist of parents of school pupils selected by parents, OR
  - Community members selected by parents, OR
  - If your school is a secondary school (serves any of the grades 9-12), students selected by students with a minimum of 1 student

#### WHY DOES THIS MATTER?

For any school that receives Title 1 or CSI funds, your school SPSA serves as a school improvement plan document with embedded federally required components to ensure a needs assessment and prior year's program evaluation are completed. Without a valid School Site Council composition, it automatically invalidates any SPSA document reviewed by the "invalid" SSC; and, consequently, all federal funds expended are considered disallowable expenditures.

#### WHAT IF OUR SPSA IS NOT VALID?

- 1) Your school cannot expend any Title 1 funds. Unfortunately, this means that expenditure requests using Title 1 resources are automatically denied until an "approved SPSA" exists.
- 2) You should first work on establishing a valid SSC composition. You will then need to submit the processes used to select the members for your school site council, schedule a SSC meeting with an appropriate agenda that includes presenting and authorizing the SPSA, and document that the SPSA was presented, discussed, and approved (even with modifications) with a formal vote.
- 3) If SSC had not consulted with the school site ELAC, then formal written recommendations from the ELAC need to be submitted for consideration to include in the SPSA. Next, ensure there is some documentation from the ELAC chair that meaningful consultation with ELAC occurred as a means to inform components of the school SPSA; and, obtain the appropriate signatures (or documentation email exchanges) from the SSC chair. All of this documented on the "Assurances" page of the SPSA.
- 4) Send an email to Alvin Nash [nash.alvin@pusd.us](mailto:nash.alvin@pusd.us), David Rennie [rennie.david@pusd.us](mailto:rennie.david@pusd.us), and Karla Coleman [coleman.karla@pusd.us](mailto:coleman.karla@pusd.us) for review and Board approval. Without Board approval, the SPSA does not meet California requirements for expending Title 1 funds.