

Student Programs and Services Steering Committee (SPSSC)

Protocols and Guidelines

SECTION 1. NAME:

This committee shall be known as the STUDENT PROGRAMS AND SERVICES STEERING COMMITTEE of CCSESA, hereafter referenced as "SPSSC."

SECTION 2. GENERAL-PURPOSE:

The CCSESA organization finds it essential to have a steering committee for the purpose of:

- a. Facilitating communication and common understanding across all programs operated by County Superintendents of Schools.
- b. Assisting CCSESA with the California Department of Education, other state agencies, and legislation in a unified voice and position.
- c. Advocating on behalf of County Superintendents and CCSESA.

SECTION 3. SPECIFIC PURPOSE:

The activities of the SPSSC to support the CCSESA organization shall include but not be limited to the following:

- a. Serve at the direction of CCSESA.
- b. Provide input and feedback that will support student programs and services offered by county offices of education to CCSESA.
- c. Work collaboratively with other steering committees of CCSESA.
- d. Work with the California Department of Education and other state departments and agencies on behalf of CCSESA.
- e. Provide opportunities for job-alike positions to meet on a regular basis on both a statewide and regional level.
- f. Encourage communication through regular attendance and active participation of all members.
- g. Resolve conflict between SPSSC and the student program associations.
- h. Speak in a unified voice regarding positions on legislative issues.

- i. Serve as the primary resource for information, activities, and decisions relating to student programs and services of the county superintendents.
- j. Collect feedback from county office staff in order to develop effective proactive recommendations for improvement.

SECTION 4. STEERING COMMITTEE PARTICIPATION

All county offices of education identified in the CCSESA Bylaws have the opportunity to send representatives to Steering Committee meetings.

SECTION 5. MEMBERSHIP

Membership consists of the following categories:

- a. Up to two administrators per county office of education responsible for leadership of student programs and services (Assistant Superintendents, Deputy Superintendents, Directors, etc.) operated by a county office of education.
- b. The designated alternate member for each county office of education administrator identified in item a.
- c. The Chairpersons of the following student program associations or their designated representative: SEACO, JCCASAC, and COEPACD. The chairperson or representative from each student program association must be a county office of education employee.
- d. County superintendents from the CCSESA membership.
- e. The representative of the CCSESA Executive Director serves as a non-voting ex-officio member.
- f. By the May SPSSC meeting, membership dues will be determined for the following year.

To be a member in good standing, payment of county office of education membership dues must be current and each member must be a county office of education employee. All members are encouraged to attend all meetings.

SECTION 6. SUBCOMMITTEES OF SPSSC

- a. The following are subcommittees of SPSSC: COEPACD, JCCASAC, and SEACO.
- b. Each subcommittee will have a representative attend the SPSSC meeting.
- c. The representative of each subcommittee will present a report on the subcommittee's work at each SPSSC meeting.

- d. Each subcommittee will select a treasurer who is responsible for the finances, expenditures, and budget of the committee.
- e. The treasurer of SPSSC has oversight responsibilities of the budgets of the subcommittees unless reporting to another steering committee of CCSESA.
- f. Subcommittees are to follow the Bylaws and financial procedures of CCSESA.
- g. Subcommittee membership is comprised of county office staff only.
- h. At the September SPSSC meeting each subcommittee chair or designee will present a membership roster and work plan for the year to be approved.
- i. In April a proposed budget for the following year will be provided to the treasurer of SPSSC. At the May SPSSC meeting, the budgets of the subcommittees will be put forth for approval.

SECTION 7. VOTING

Each county office of education will have one vote. Each county may have more than one member attending the SPSSC meetings, but only one member will serve as the voting member.

SECTION 8. QUORUM

The voting member attendees at any regular meeting of SPSSC shall constitute a quorum.

SECTION 9. REGULAR MEETINGS

SPSSC shall meet at least five times each year for discussion, decisions, and actions. The September meeting will include orientation for all members.

SECTION 10. ELECTION OF OFFICERS

Prior to each CCSESA October Quarterly meeting, SPSSC shall recommend to CCSESA the nominee for the chair-elect position and the nominee for treasurer and legislative representatives if these positions are needed as a result of serving a two-year term. The chair-elect position is made a year in advance of taking on the role of chair. These recommendations go to the CCSESA Board of Directors for approval. The chair position begins on January 1. The chairperson shall serve for a period of one (1) year.

SECTION 11. OFFICERS FOR SPSSC

SPSSC officers will include Chairperson, Chairperson-Elect, Treasurer, Legislative representative, and Past Chairperson. The Chairperson shall appoint with SPSSC member approval liaisons to other CCSESA Steering committees or subcommittees of SPSSC. The Treasurer and Legislative representative will be selected by SPSSC and approved by CCSESA. The Treasurer and Legislative representative shall serve a term of two years (2), which may be repeated. These appointments are made each odd number year or when a position is vacant.

SECTION 12. LEGISLATIVE REPRESENTATIVE TO CCSESA'S LEGISLATIVE COMMITTEE

No later than December of every odd-numbered calendar year, SPSSC shall select among their members a representative to the CCSESA's legislative committee for CCSESA approval. The representative shall serve as a voting member of the Legislative Committee for CCSESA and shall serve a term of two years. The representative can serve consecutive terms. If the office becomes vacant, SPSSC shall at their next meeting select amongst its members a representative for approval by CCSESA.

SECTION 13. CALENDAR YEAR

The calendar year shall be from January 1 to December 31.

SECTION 14. EXECUTIVE COMMITTEE

The Executive Committee of the SPSSC shall consist of the Chairperson, Treasurer, Legislative Representative, Past Chairperson, a subcommittee chair, and Chairperson-Elect. The subcommittee chair representative will be selected by the SPSSC chair. The Executive Committee is responsible for maintaining close contact with the Board of Directors of CCSESA and with the liaison and subcommittees to assure efficient planning and operation.

SECTION 15. RESPONSIBILITY OF THE EXECUTIVE COMMITTEE

- a) The Executive Committee shall have the following responsibilities:
- b) Conduct an annual (September) orientation meeting to inform all members of the following:
 - i. SPSSC mission and goals
 - ii. SPSSC protocols
 - iii. Roles and responsibilities of all members.
- c) Advise CCSESA on behalf of the general membership of SPSSC.
- d) Conduct, manage, and control the affairs, business, budget development, and disbursement of funds, and follow the CCSESA Constitution and Bylaws.
- e) Appoint or authorize the Chairperson to appoint committees to carry out necessary tasks or projects to achieve the purpose of SPSSC.
- f) Provide fiscal oversight over the subcommittees of SPSSC.
- g) Prepare materials and arrange the agenda for the SPSSC meetings.
- h) Coordinate communication with the membership of SPSSC.

SECTION 16. CONFLICT RESOLUTION

When a conflict arises regarding the interests and direction of SPSSC, every effort will be made to resolve the conflict within SPSSC membership. When this is not possible, recommendation(s) will be forwarded to the CCSESA Board of Directors for consideration.

SECTION 17. COMMUNICATION

The Chairperson or designee of SPSSC is responsible for ensuring appropriate and necessary communication between SPSSC members and CCSESA. The communication includes:

Meeting notices and minutes

Reports of task force and committee project updates and action

Web site information and postings

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Revision 9/5/14

Revision approved 11/6/2014

Revision 11/5/2020

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SPPSC Subcommittees

COEPACD (COE Program Administrators of Child Development)

Committee Chair

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The County Offices of Education Program Administrators of Child Development (COEPACD), a subcommittee of the California County Superintendents Educational Services Association-Student Programs and Services Steering Committee (CCSESA-SPSSC), facilitates communication and common understanding across all prekindergarten, early care and education, and child development services provided by county offices of education.

COEPACD serves as a major resource to CCSESA for expertise, information, activities, and decisions relating to prekindergarten, early care, and education, and child development policies, funding, programs, services, delivery systems, and related issues. The subcommittee facilitates communication, advocacy, and common activities between SPSSC and CISC (Curriculum and Instruction Steering Committee) that support the early education leadership efforts of the county superintendents, including the CCSESA Prekindergarten Task Force.

JCCASAC (Juvenile Court, Community and Alternative School Administrators of California)

Committee Chair

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Under the direction of the county superintendents, the Juvenile Court, Community, and Alternative Schools' is dedicated to preparing students who are enrolled in county alternative education programs to become self-sufficient adults who lead healthy lifestyles, and are competent, caring, and academically prepared for their futures.

Its mission is to support student success by creating a collegial network of county office administrators who: research and share best practices regarding new and innovative program options for at-risk students; provide training and assistance to new administrators; encourage legislation that advocates for the learning needs of all students; and give input and guidance to the Superintendents relative to the diverse needs of our student population.

SEACO (Special Education Administrators of County Offices)

Committee Chair

Sarah Grantano (Stanislaus)

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Special Education Administrators of County Offices (SEACO) advocate for effective, quality educational programs and services that meet the needs of all students and families and promote best practices that improve outcomes for students with disabilities.