

What You Should Know About School Site Councils (SSCs)

 Formation of School Site Councils (SSCs)	 SCHOOL PLAN FOR STUDENT ACHIEVEMENT (SPSA) REQUIREMENTS	 CONTINUOUS IMPROVEMENT PROCESS	 EQUAL REPRESENTATION IN SPSA DECISION-MAKING	 ROLE OF SCHOOL SITE COUNCIL IN SPSA DEVELOPMENT	 INCLUSION OF EVIDENCE-BASED GOALS IN SPSA	 COMPREHENSIVE SCHOOL SAFETY PLAN
Schools are required to form SSCs when they receive categorical funding from the federal government.	California mandates that schools write a School Plan for Student Achievement (SPSA) to describe how any funds will be spent at school sites.	SSC must engage in a continuous improvement process to evaluate the SPSA.	Members have an equal voice in what goes into the SPSA. Members speak for the groups they represent, not individual interests.	The School Site Council develops the SPSA plan and makes decisions on how to spend the money in alignment with the LCAP.(ED Code 52852)	SPSA must include goals to improve student outcomes using evidence-based strategies, actions, or services.	SSCs develop and approve the school's Comprehensive School Safety Plan.

- 1** Meetings must be open to the public. Materials must also be available to the public, including budgets.
- 2** Agenda items & Voting: council cannot act on any item that wasn't on the posted agenda. Items not on the agenda can only be added by a unanimous vote.
- 3** Notifications of a SSC meeting must be posted 72 hours in advance, specifying a date, time, location, and agenda items. The notice must be posted so that the public can see it. It may also be posted on the school's website.

What are my responsibilities as a SSC member?

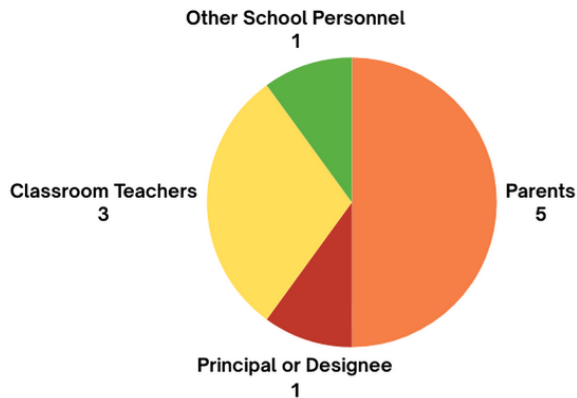
- Regularly attend SSC meetings
- Align SPSA goals with the LCAP
- Become knowledgeable on state and local educational issues related to assessment, curriculum, and instruction
- Communicate SSC business internally and externally
- May appoint committees to perform tasks to assist the council in developing, monitoring, or evaluating the SPSA
- Review district policies & LCAP
- Review meeting and operating procedures
- Develop an annual meeting calendar
- Review bylaws annually



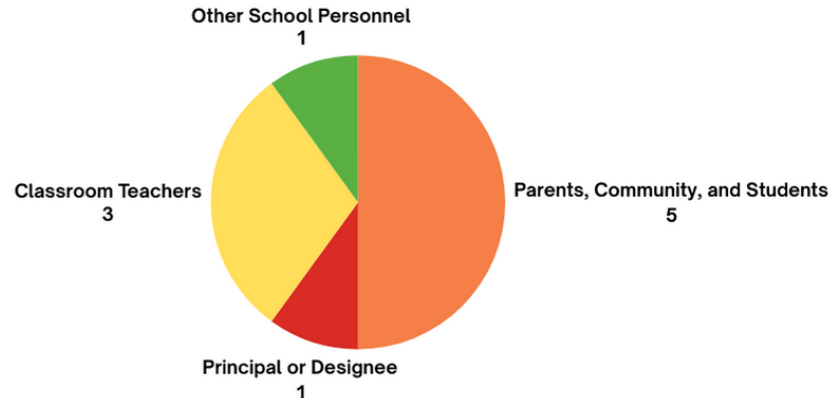
SSC Composition

What is the composition of a School Site Council?

Elementary



Secondary



What is the role of the principal?

- The law is very clear that the **principal or designee is an active, voting member** of the SSC
- SSC attendance and responsibilities **CAN** be assigned to another designee
- They have no administrative authority over the council
- The principal may not veto a decision of the council or make plans or budget changes without SSC approval



Additionally

School staff is defined as:

- **Classified personnel** (e.g., clerical, instructional, custodial, and food services staff)
- **Administrative personnel** (e.g., vice principals, certificated administrative assistants)
- **Certificated support staff** - not assigned as a classroom teacher of record (e.g., counselors, resource teachers)
- **Itinerant staff** (e.g., translators, nurses, psychologists)

Other:

- Middle schools can follow either composition, depending on their bylaws
- Roles such as recorder, president, etc. should be defined in the SSC bylaws
- There has to be parity in the composition of the SSC, 50% parents and 50% staff
- Each representative group elects or selects their representatives to serve on the SSC
- Classroom teachers must constitute the majority on the staff side of composition

To find out about schools with less than 300 students, go to: <https://www.cde.ca.gov/fg/aa/co/ssc.asp>