

VUSD School Site Council (SSC) Bylaws

Elementary Schools

Updated: 3/19/2025, Educational Services Division

Background: As a result of the [Federal Program Monitoring \(FPM\) compliance audit](#) that VUSD underwent in the Spring of 2025, VUSD revised its [SSC](#) and [Single Plan for Student Achievement \(SPSA\)](#) processes to conform to the latest FPM and California Department of Education (CDE) guidance. The CDE performs audits of SSCs and SPSAs to monitor the compliance of Title I fund expenditures. [CA Education Code](#) requires SPSAs and SSCs for schools that receive federal government funding through the state's [Consolidated Application](#) (ConApp) process (e.g., Title I funds for low income students). Federal law, state law, VUSD Board Policies ([BP 0420](#)) and VUSD Administrative Regulations ([AR 0420](#)), however, do not require SPSAs and SSCs at non-Title I schools. However, VUSD's current practice is that all schools, regardless of Title I funding, do so primarily as a means of creating a strategic plan (SPSA) with parent/family input (SSC) along with that of site staff and the site leadership team.

Summary of Purpose & Process of VUSD SSCs ([CA SSC Operation Guide](#)):

1. SSCs must perform a comprehensive needs assessment annually based on the district LCAP goals and metrics and the school site's specific student performance data.
2. SSCs support the development of SPSAs, which includes measurable goals, strategies/activities to achieve those goals and a proposed budget for the funding of the strategies/activities.
 - a. SPSA goals must directly address areas identified as areas of need from the comprehensive needs assessment. These goals must be aligned to the district LCAP ([required by CDE](#)).
 - b. SPSA strategies/activities must be designed to directly improve student academic achievement.
 - c. SPSA budgets:
 - i. At Title I sites, Federal and State law require that all allocated Title I funds must be expended on SPSA goals/strategies identified from the comprehensive needs assessment that directly support student academic achievement. Other non-Title I funds may be identified by the school site Principal as proposed budget* expenditures implementing strategies/activities in support of SPSA goals identified in the comprehensive needs assessment.
 - ii. At non-Title I sites, non-Title I funds allocated to the site must be identified by the Principal as proposed budget* expenditures implementing strategies/activities in support of SPSA goals identified in the comprehensive needs assessment.
 1. ***Note:** Separate stand-alone budget sheets (e.g., Title I, Supplemental, Site-Based) which were included in previous years' SPSAs, will not be included in SPSAs beginning with the 2025-26 SPSA. The overall budget and expenses are already included in the SPSA in context with the strategy/activity and goal and "students served by this activity and goal"; all SSC budget conversations should be in the context of SPSA goals and targeted students.
3. SSC's must agendize the monitoring of progress towards the SPSA goals (e.g., similar to the statutorily required district [LCAP mid-year update](#)).
4. SSCs and English Learner Advisory Committee ([ELAC](#)) vote to recommend the SPSA to the board of education for final approval
5. SSCs perform other duties assigned by the local board



- a. Vote on proposals related to Ventura Unified Education Association (VUEA)/District Article 27 and Ventura Education Support Professionals (VESPA) Article 42 Collective Bargaining Agreement processes
 - b. Serve as the site's designated Safety Planning Committee, which reviews and approves the annual [Comprehensive School Safety Plan](#) (CSSP) to the Board of Education
6. SSC meetings shall conform to the Greene Act ([CA Education Code Section 35147](#)) (see SSC bylaws)

VUSD SSC Bylaws: SSC bylaws are an optional local district decision per [CDE SSC guidance](#). Beginning in the spring of 2025 for the development of the 2025-26 SPSAs, based on FPM guidance received through the Spring 2025 compliance audit, VUSD is implementing common SSC bylaws for each grade band (i.e., Elementary, K8, Middle and High School) so that VUSD can ensure that all SSC processes conform to CDE and Federal requirements, as well as VUEA & VESPA contractual language wherever applicable, and for efficient and transparent SSC processes. Below are the VUSD Elementary SSC Bylaws.



VUSD Elementary Schools School Site Council (SSC) Bylaws

Article I - Preamble

VUSD elects to establish the below School Site Council (SSC) bylaws for all VUSD Elementary school sites to govern SSC functions and provide clarity of process, roles and duties. While these bylaws conform to the State of California Department of Education (CDE) [SSC Operation Guide](#) and other [CDE guidance](#) on SSCs, other than the bylaws that are *italicized & underlined*, they are not statutorily required by California Education Code, Federal Law or VUSD Board Policy. The district may alter these SSC bylaws at any time for the effective functioning of SSCs, for compliance with CDE and Federal guidance/requirements and to conform to the VUEA & VESPA collective bargaining agreements. SSCs may not change these bylaws or operate under other bylaws. On an annual basis and prior to the start of SPSA development for the upcoming year, VUSD will solicit recommendations from all VUSD SSCs for bylaw revisions.

Article II - Role of Council

The primary role of the SSC is to develop the Single Plan for Student Achievement (SPSA). At Title I school sites, the California Department of Education (CDE) requires SSCs to conduct a comprehensive needs assessment, including an analysis of verifiable state and local data, provide recommendations related to the school's Title I program, and participate in the development of the SPSA for recommendation to the board of education for final approval. VUSD's practice is that all schools, regardless of Title I status, develop SPSAs and establish SSCs. The SPSA must align with the district's LCAP content and process. The SSC also serves as the site's designated Safety Planning Committee and approves the annual [Comprehensive School Safety Plan](#) (CSSP) and votes on VUEA/District Article 27 and VESPA/District Article 42 Site-Based Decision-Making proposals.

Article III - Membership

The composition of the SSC must have an equal number of members between the school staff members and parent/community members with a minimum of 10 members; five school site members, of which classroom teachers must be a majority, and five parent/community members (see below).

Composition of VUSD Elementary SSCs with the required minimum of 10 members:

Role	Amount
School Staff Members: Principal or their designee	1
School Staff Members: Classroom teachers	3
School Staff Members: Classified Unit Member* <i>*Note: Per VESPA/District Contract Article 42</i>	1
Parents and/or Community members	5
Total minimum membership	10

SSCs larger than 10 must maintain the required (see above paragraph) ratios. The discretion to establish a SSC larger than the minimum 10 members resides with the school site principal on an annual basis. Changes to the size of the SSC may only be implemented at the meeting when the development of the SPSA for the upcoming year is first discussed (typically in late winter/early spring of the current school year).

The SSC at an elementary school must be composed of the both of the following two groups: school staff and parent and/or community members (EC Section 65000[c][1]):

School Group Members (Elementary Schools):

- The principal of the school or their designee;
- School personnel employed at the school who are not teachers, selected by school personnel employed at the school who are not teachers; and
- Classroom teachers employed at the school, selected by classroom teachers employed at the school; The classroom teachers selected shall constitute a majority of the school members selected (EC Section 65000[c][1][A]); and

Parent and/or Community Group Members (Elementary Schools):

- Parents of students attending the school, or other members of the school community, selected by parents of students attending the school. The number of parent and/or community members selected must equal the number of the school staff members selected (EC Section 65000[c][1][B]).

Annual SSC elections shall be held in August-September whenever practicable. A simple majority shall determine the outcome of the election. Only eligible members of each membership group shall vote for the group's SSC member(s) (e.g., teachers elect teacher members, etc.).

A term for elected SSC parent/community members and staff members is two years. There are no limits to the number of terms an eligible member can be elected to. Members' terms should, whenever possible, be staggered such that as close to one-half of membership group's (e.g., Parent/Community member and Staff Member groups) seats are up for election any given year.

Elected SSC parent/community members shall reside within the VUSD attendance boundary. If a member no longer resides within VUSD's boundaries or if they become ineligible (e.g., an elected member teacher enrolls their child at that school) during their term, their membership on SSC shall be automatically terminated. A site principal may terminate the membership of any elected or interim SSC member from any category who does not attend three consecutive SSC meetings. SSC membership or the completion of a SSC member's term is not transferable under any circumstances.

A member may resign anytime by submitting a written resignation to the SSC Chairperson. If membership on the SSC is terminated at any time for any reason prior to the finish of the two-year term, the school site Principal will appoint an interim member who is eligible and from the same required membership category (e.g., Classroom Teachers, Other School Personnel, Parents/Community Members) of the resigning member. That school site Principal-appointed member will serve as an interim SSC member for the duration of the vacating member's term, at which point the interim SSC member must be elected to a two-year term through the required election process.

For any SSC action/matter that requires a vote, each member shall be entitled to one vote.

SSC members must be present at the SSC meeting in which the vote is taking place for the vote to be counted. Absentee ballots or proxies shall not be permitted.

Training of all SSC members by the school site Principal, both new and returning, shall take place annually using the latest district-provided SSC training materials. The training shall be

agendized annually at the first meeting where the discussion of the following year's SPSA is discussed. If a member resigns or is removed prior to serving the duration of their term and an interim member is installed, the interim member must be trained by the school site Principal using the latest district-provided SSC training materials.

Article IV - Officers

SSC offices are held by SSC members and shall be established by SSC member election annually. Any officer may be removed from office by a 2/3rds majority vote of all SSC members for failing to fulfill the duties of the office. The SSC offices and duties are as follows:

Chairperson Duties:

Presides over SSC meetings and is responsible for the council's effective completion of SSC meeting agendas including the provision of open and inclusive discussion of agenda items, ensuring members have sufficient data/materials required for each agenda item, and prepares the agenda with the school site Principal.

Vice-Chairperson Duties:

Supports the chairperson in the fulfillment of their duties and serves as Chair at a meeting when Chairperson is absent.

Secretary Duties:

Maintains meeting minutes, distributes meeting minutes from prior meetings to all SSC members present at the beginning of a meeting, records actions and/or votes when applicable, collaborates with the school site Principal on communications about SSC business to staff and parents. Ensures all SSC meeting minutes are publicly available to all and upon specific request (see Greene Act requirements below).

Article V - Meetings

To the extent practicable, SSCs will meet at least five times each school year. Additional meetings may be called by the school site Principal. Prospective meeting dates for the year will be established at the beginning of the school year and publicized in advance to all staff and parents. Any changes to established meeting dates, both cancellations/postponements and additional meetings, shall be communicated broadly and with as much advance notice as possible (see Greene Act requirements below).

SSC meetings shall be held at the school site campus whenever practicable.

Any meeting held by the SSC must follow the Greene Act requirements:

- *Posting the notice of meeting at the school site, or other appropriate place accessible to the public, at least 72 hours before the time set for the meeting. The notice must specify the date, time, and location of the meeting and contain an agenda describing each item of business to be discussed or acted upon (EC Section 35147[c][1]).*
 - ***Note:** Required notification of a VUSD SSC meeting shall occur both in a formal paper posting in the most visible location possible on campus for parent/community and electronic notification via school communication system (e.g., ParentSquare).*
- *Shall be open to the public and allow for any member of the public to address the SSC during the meeting on any item within the subject matter jurisdiction of the SSC. The SSC may not take any action on any item of business unless that item appeared on the posted agenda or unless the SSC members present, by unanimous vote, find that there*



is a need to take immediate action and that the need for action came to the attention of the SSC subsequent to the posting of the agenda (EC Section 35147[c][1]).

- **Note:** the time on the SSC meeting agenda and the allowable duration of public comments at SSC meetings shall be determined by SSC consensus or SSC vote if necessary.
- Allowing for questions or brief statements made at a meeting by members of the SSC or public that do not have a significant effect on students or employees in the school or school district, or that can be resolved solely by the provision of information, need not be described on an agenda as items of business. If the SSC violates the procedural meeting requirements of this section, upon demand of any person, the SSC must reconsider the item at its next meeting, after allowing for public input on the item (EC Section 35147[c][2]).
- Provide upon request any meeting materials to any member of the public pursuant to the California Public Records Act (EC Section 35147[d]).

SSC meetings shall be conducted in accordance with rules of order established by CA Ed. Code 35147(c).

SSCs may employ Robert's Rules of Order by consensus or vote (see #10 below in Article VI).

Article VI - Formal SSC Votes

The presence of a numerical majority of SSC members (i.e., 6 members in a minimum 10 person SSC, etc.) is required in order to constitute a quorum necessary for any official SSC vote.

Elementary SSC aye/nay votes shall be voice votes made publicly by each SSC member except for required votes on proposals related to VUEA/District Article 27 and VUEA/District Article 42, which are by private/anonymous paper ballot and counted by the SSC chairperson.

School site Principals may seek SSC input on a range of school issues and administrative decisions. Formal votes by SSCs must/may occur only on the following items:

1. Required Vote: Approval* of the school's SPSA as recommended to the Board of Education
 - a. *Note: SPSA must also be approved by site ELAC prior to being recommended to the board
2. Required Vote: Approval of the CSSP as recommended to the Board of Education
3. Required Vote: District-approved VUEA/District Article 27 and VESPA/District Article 42 collective bargaining agreement Site-Based Decision-Making proposals
4. Required Vote: Election of SSC officers
5. Required Vote: Removal of SSC officers

6. Allowable Vote: Approval of agenda items for SSC meetings
7. Allowable Vote: Approval of the timing of when/at what SSC meetings a vote will occur so long as district-established timelines are observed
8. Allowable Vote: The length and manner of permissible public comments at SSC meetings (see Greene Act requirements above)
9. Allowable Vote: Annual recommendation to the district of SSC bylaw revisions
10. Allowable Vote: Establishing Robert's Rules of Order for SSC meetings

VUSD School Site Council (SSC) Bylaws

Middle Schools

Updated: 3/19/2025, Educational Services Division

Background: As a result of the [Federal Program Monitoring](#) (FPM) [compliance audit](#) that VUSD underwent in the Spring of 2025, VUSD revised its [SSC](#) and [Single Plan for Student Achievement](#) (SPSA) processes to conform to the latest FPM and California Department of Education (CDE) guidance. The CDE performs audits of SSCs and SPSAs to monitor the compliance of Title I fund expenditures. [CA Education Code](#) requires SPSAs and SSCs for schools that receive federal government funding through the state's [Consolidated Application](#) (ConApp) process (e.g., Title I funds for low income students). Federal law, state law, VUSD Board Policies ([BP 0420](#)) and VUSD Administrative Regulations ([AR 0420](#)), however, do not require SPSAs and SSCs at non-Title I schools. However, VUSD's current practice is that all schools, regardless of Title I funding, do so primarily as a means of creating a strategic plan (SPSA) with parent/family input (SSC) along with that of site staff and the site leadership team.

Summary of Purpose & Process of VUSD SSCs ([CA SSC Operation Guide](#)):

1. SSCs must perform a comprehensive needs assessment annually based on the district LCAP goals and metrics and the school site's specific student performance data.
 2. SSCs support the development of SPSAs, which includes measurable goals, strategies/activities to achieve those goals and a proposed budget for the funding of the strategies/activities.
 - a. SPSA goals must directly address areas identified as areas of need from the comprehensive needs assessment. These goals must be aligned to the district LCAP ([required by CDE](#)).
 - b. SPSA strategies/activities must be designed to directly improve student academic achievement.
 - c. SPSA budgets:
 - i. At Title I sites, Federal and State law require that all allocated Title I funds must be expended on SPSA goals/strategies identified from the comprehensive needs assessment that directly support student academic achievement. Other non-Title I funds may be identified by the school site Principal as proposed budget* expenditures implementing strategies/activities in support of SPSA goals identified in the comprehensive needs assessment.
 - ii. At non-Title I sites, non-Title I funds allocated to the site must be identified by the Principal as proposed budget* expenditures implementing strategies/activities in support of SPSA goals identified in the comprehensive needs assessment.
1. ***Note:** Separate stand-alone budget sheets (e.g., Title I, Supplemental, Site-Based) which were included in previous years' SPSAs, will not be included in SPSAs beginning with the 2025-26 SPSA. The overall budget and expenses are already included in the SPSA in context with the strategy/activity and goal and "students served by this activity and goal"; all SSC budget

conversations should be in the context of SPSA goals and targeted students.

3. SSC's must agendaize the monitoring of progress towards the SPSA goals (e.g., similar to the statutorily required district [LCAP mid-year update](#)).
4. SSCs and English Learner Advisory Committee ([ELAC](#)) vote to recommend the SPSA to the board of education for final approval
5. SSCs perform other duties assigned by the local board
 - a. Vote on proposals related to Ventura Unified Education Association (VUEA)/District Article 27 and Ventura Education Support Professionals (VESPA) Article 42 Collective Bargaining Agreement processes
 - b. Serve as the site's designated Safety Planning Committee, which reviews and approves the annual [Comprehensive School Safety Plan](#) (CSSP) to the Board of Education
6. SSC meetings shall conform to the Greene Act ([CA Education Code Section 35147](#)) (see SSC bylaws)

VUSD SSC Bylaws: SSC bylaws are an optional local district decision per [CDE SSC guidance](#). Beginning in the spring of 2025 for the development of the 2025-26 SPSAs, based on FPM guidance received through the Spring 2025 compliance audit, VUSD is implementing common SSC bylaws for each grade band (i.e., Elementary, K8, Middle and High School) so that VUSD can ensure that all SSC processes conform to CDE and Federal requirements, as well as VUEA & VESPA contractual language wherever applicable, and for efficient and transparent SSC processes. Below are the VUSD Middle School SSC Bylaws.



VUSD Middle Schools School Site Council (SSC) Bylaws

Article I - Preamble

VUSD elects to establish the below School Site Council (SSC) bylaws for all VUSD middle school sites to govern SSC functions and provide clarity of process, roles and duties. While these bylaws conform to the State of California Department of Education (CDE) [SSC Operation Guide](#) and other [CDE guidance](#) on SSCs, other than the bylaws that are *italicized & underlined*, they are not statutorily required by California Education Code, Federal Law or VUSD Board Policy. The district may alter these SSC bylaws at any time for the effective functioning of SSCs, for compliance with CDE and Federal guidance/requirements and to conform to the VUEA/VESPA collective bargaining agreements. SSCs may not change these bylaws or operate under other bylaws. On an annual basis and prior to the start of SPSA development for the upcoming year, VUSD will solicit recommendations from all VUSD SSCs for bylaw revisions.

Article II - Role of the School Site Council

The primary role of the SSC is to develop the Single Plan for Student Achievement (SPSA). At Title I school sites, the California Department of Education (CDE) requires SSCs to conduct a comprehensive needs assessment, including an analysis of verifiable state and local data, provide recommendations related to the school's Title I program, and participate in the development of the SPSA for recommendation to the board of education for final approval. VUSD's practice is that all schools, regardless of Title I status, develop SPSAs and establish SSCs. The SPSA must align with the district's LCAP content and process. The SSC also serves as the site's designated Safety Planning Committee and approves the annual [Comprehensive School Safety Plan](#) (CSSP) and votes on VUEA Article 27 and VESPA Article 42 Site-Based Decision Making proposals.

Article III - Membership

The members of the SSC represent the composition of the school's student population and notwithstanding the size of the school. The composition of the SSC must have an equal number of members between the school staff members and Parent/Community/Student members with a minimum of 10 members; five school staff members and five Parent/Community/Student members.

The discretion to establish a SSC larger than the minimum 10 members resides with the school site principal on a yearly basis. If in the pursuit of an SSC larger than 10 members, an equal number of staff vs. parents/community/student cannot be ensured or teachers remaining the numerical majority of staff cannot be maintained, the SSC must remain at the minimum size of 10.

A secondary school's SSC must include at least one parent/community member and one student in an SSC of minimum size (see table below). The school site Principal may decide to shift the membership of the SSC from one required student to more than one student: A) at a time when a Parent/Community member's two-year term is completed or B) by increasing the size of the SSC to above 10 while maintaining the required ratios.

Composition of VUSD Elementary SSCs with the required minimum of 10 members:

Role	Amount
School Staff Members: Principal or their designee	1
School Staff Members: Classroom teachers	3
School Staff Members: Classified Unit Member* *Note: Per VESPA/District Contract Article 42	1
Parents/Community/Student* members *Note: MUST include at least 1 student in Middle School	5
Total minimum membership	10

SSCs larger than 10 must maintain the required (see above paragraph) ratios. The discretion to establish a SSC larger than the minimum 10 members resides with the school site principal on an annual basis. Changes to the size of the SSC may only be implemented at the meeting when the development of the SPSA for the upcoming year is first discussed (typically in late winter/early spring of the current school year).

The SSC at a Middle school must be composed of both of the following two groups; school staff and parent/community/student members (EC Section 65000[c][1]):

School Group Members (Middle Schools):

- The principal of the school or their designee;
- School personnel employed at the school who are not teachers, selected by school personnel employed at the school who are not teachers (Note: Must be a classified unit member); and
- Classroom teachers employed at the school, selected by classroom teachers employed at the school; The classroom teachers selected shall constitute a majority of the school members selected (EC Section 65000[c][1][A]); and

Parent/Community/Student Group Members:

- Parents of students attending the school, or other members of the school community, selected by parents of students attending the school. The number of parent and/or community members selected must equal the number of the school staff members selected (EC Section 65000[c][1][B]).
- Student members are selected by the students

Annual SSC elections shall be held in August-September whenever practicable. A simple majority shall determine the outcome of the election. Only eligible members of each membership group shall vote for the group's SSC member(s) (e.g., teachers elect teacher members, students elect student members, etc.).

A term for elected SSC parent/community/student members and staff members is two years.

There are no limits to the number of terms an eligible member can be elected to. Members' terms should, whenever possible, be staggered such that as close to one-half of membership



group's (e.g., Parent/Community/Student member and Staff Member groups) seats are up for election any given year.

Elected SSC parent/community members shall reside within the VUSD attendance boundary. If a member no longer resides within VUSD's boundaries or if their eligibility status changes to ineligible (e.g., an elected member teacher enrolls their child at that school), their membership on SSC shall be automatically terminated. A site principal may terminate the membership of any member from any category who does not attend three consecutive SSC meetings. Membership or the completion of a member's term on the SSC is not transferable by that member under any circumstances.

A member may resign anytime by submitting a written resignation to the SSC Chairperson. If membership on the SSC is terminated at any time for any reason prior to the finish of the two-year term, the school site Principal will appoint an interim member who is eligible and from the same required membership category (e.g., Classroom Teachers, Other School Personnel, Parents/Community Members) of the resigning member. That school site Principal-appointed member will serve as an interim SSC member for the duration of the vacating member's term, at which point the interim SSC member must be elected to a two-year term through the required election process.

For any SSC action/matter that requires a vote, each member shall be entitled to one vote.

SSC members must be present at the SSC meeting in which the vote is taking place for the vote to be counted. Absentee ballots or proxies shall not be permitted.

Training of all SSC members by the school site Principal, both new and returning, shall take place annually using the latest district-provided SSC training materials. The training shall be agendaized annually at the first meeting where the discussion of the following year's SPSA is discussed. If a member resigns or is removed prior to serving the duration of their term and an interim member is installed, the interim member must be trained by the school site Principal using the latest district-provided SSC training materials.

Article IV - Officers

SSC offices are held by SSC members and shall be established by SSC member election annually. Any officer may be removed from office by a 2/3rds majority vote of all SSC members for failing to fulfill the duties of the office. The SSC offices and duties are as follows:

Chairperson Duties:

Presides over SSC meetings and is responsible for the council's effective completion of SSC meeting agendas including the provision of open and inclusive discussion of agenda items, ensuring members have sufficient data/materials required for each agenda item, and prepares the agenda with the school site Principal.

Vice-Chairperson Duties:

Supports the chairperson in the fulfillment of their duties and serves as Chair at a meeting when Chairperson is absent

Secretary Duties:

Maintains meeting minutes, distributes meeting minutes from prior meetings to all SSC members present at the beginning of a meeting, records actions and/or votes when applicable, collaborates with the school site Principal on communications about SSC business to staff and parents. Ensures all SSC meeting minutes are publicly available to all and upon specific request (see Greene Act requirements below)

Article V - Meetings

To the extent practicable, SSCs will meet at least five times each school year. Additional meetings may be called by the school site Principal. Prospective meeting dates for the year will be established at the beginning

of the school year and publicized in advance to all staff and parents. Any changes to established meeting dates, both cancellations/postponements and additional meetings, shall be communicated broadly and with as much advance notice as possible (see Greene Act requirements below).

SSC meetings shall be held at the school site campus whenever practicable.

Any meeting held by the SSC must follow the Greene Act requirements:

- *Posting the notice of meeting at the school site, or other appropriate place accessible to the public, at least 72 hours before the time set for the meeting. The notice must specify the date, time, and location of the meeting and contain an agenda describing each item of business to be discussed or acted upon (EC Section 35147[c][1]).*
 - ***Note:** Required notification of a VUSD SSC meeting shall occur both in a formal paper posting in the most visible location possible on campus for parent/community and electronic notification via school communication system (e.g., ParentSquare).*
- *Shall be open to the public and allow for any member of the public to address the SSC during the meeting on any item within the subject matter jurisdiction of the SSC. The SSC may not take any action on any item of business unless that item appeared on the posted agenda or unless the SSC members present, by unanimous vote, find that there is a need to take immediate action and that the need for action came to the attention of the SSC subsequent to the posting of the agenda (EC Section 35147[c][1]).*
 - ***Note:** the time on the SSC meeting agenda and the allowable duration of public comments at SSC meetings shall be determined by SSC consensus or SSC vote if necessary.*
- *Allowing for questions or brief statements made at a meeting by members of the SSC or public that do not have a significant effect on students or employees in the school or school district, or that can be resolved solely by the provision of information, need not be described on an agenda as items of business. If the SSC violates the procedural meeting requirements of this section, upon demand of any person, the SSC must reconsider the item at its next meeting, after allowing for public input on the item (EC Section 35147[c][2]).*
- *Provide upon request any meeting materials to any member of the public pursuant to the California Public Records Act (EC Section 35147[d]).*

SSC meetings shall be conducted in accordance with rules of order established by CA Ed Code 35147(c).

SSCs may employ Robert's Rules of Order by consensus or vote (see #10 below in Article VI).

Article VI - Formal SSC Votes

The presence of a numerical majority of SSC members (i.e., 6 members in a minimum 10 person SSC, etc.) is required in order to constitute a quorum necessary for any official SSC vote.

Middle School SSC aye/nay votes shall be voice votes made publicly by each SSC member except for required votes on proposals related to VUEA/District Contract Article 27 and VESPA/District Article 42, which are by private/anonymous paper ballot and counted by the SSC chairperson.

School site Principals may seek SSC input on a range of school issues and administrative decisions. Formal votes by SSCs must/may occur only on the following items:

1. Required Vote: Approval* of the school's SPSA as recommended to the Board of Education
 - a. *Note: SPSA must also be approved by site ELAC prior to being recommended to the board
2. Required Vote: Approval of the CSSP as recommended to the Board of Education
3. Required Vote: District-approved VUEA/District Article 27 and VESPA/District Article 42 collective bargaining agreement Site-Based Decision Making proposals
4. Required Vote: Election of SSC officers
5. Required Vote: Removal of SSC officers
6. Allowable Vote: Approval of agenda items for SSC meetings
7. Allowable Vote: Approval of the timing of when/at what SSC meetings a vote will occur so long as district-established timelines are observed
8. Allowable Vote: The length and manner of permissible public comments at SSC meetings (see Greene Act requirements above)
9. Allowable Vote: Annual recommendation to the district of SSC bylaw revisions
10. Allowable Vote: Establishing Robert's Rules of Order for SSC meetings

VUSD School Site Council (SSC) Bylaws

K8 Schools

Updated: 3/19/2025, Educational Services Division

Background: As a result of the [Federal Program Monitoring](#) (FPM) [compliance audit](#) that VUSD underwent in the Spring of 2025, VUSD revised its [SSC](#) and [Single Plan for Student Achievement](#) (SPSA) processes to conform to the latest FPM and California Department of Education (CDE) guidance. The CDE performs audits of SSCs and SPSAs to monitor the compliance of Title I fund expenditures. [CA Education Code](#) requires SPSAs and SSCs for schools that receive federal government funding through the state's [Consolidated Application](#) (ConApp) process (e.g., Title I funds for low income students). Federal law, state law, VUSD Board Policies ([BP 0420](#)) and VUSD Administrative Regulations ([AR 0420](#)), however, do not require SPSAs and SSCs at non-Title I schools. However, VUSD's current practice is that all schools, regardless of Title I funding, do so primarily as a means of creating a strategic plan (SPSA) with parent/family input (SSC) along with that of site staff and the site leadership team.

Summary of Purpose & Process of VUSD SSCs ([CA SSC Operation Guide](#)):

1. SSCs must perform a comprehensive needs assessment annually based on the district LCAP goals and metrics and the school site's specific student performance data.
 2. SSCs support the development of SPSAs, which includes measurable goals, strategies/activities to achieve those goals and a proposed budget for the funding of the strategies/activities.
 - a. SPSA goals must directly address areas identified as areas of need from the comprehensive needs assessment. These goals must be aligned to the district LCAP ([required by CDE](#)).
 - b. SPSA strategies/activities must be designed to directly improve student academic achievement.
 - c. SPSA budgets:
 - i. At Title I sites, Federal and State law require that all allocated Title I funds must be expended on SPSA goals/strategies identified from the comprehensive needs assessment that directly support student academic achievement. Other non-Title I funds may be identified by the school site Principal as proposed budget* expenditures implementing strategies/activities in support of SPSA goals identified in the comprehensive needs assessment.
 - ii. At non-Title I sites, non-Title I funds allocated to the site must be identified by the Principal as proposed budget* expenditures implementing strategies/activities in support of SPSA goals identified in the comprehensive needs assessment.
1. ***Note:** Separate stand-alone budget sheets (e.g., Title I, Supplemental, Site-Based) which were included in previous years' SPSAs, will not be included in SPSAs beginning with the 2025-26 SPSA. The overall budget and expenses are already included in the SPSA in context with the strategy/activity and goal and "students served by this activity and goal"; all SSC budget



conversations should be in the context of SPSA goals and targeted students.

3. SSC's must agendize the monitoring of progress towards the SPSA goals (e.g., similar to the statutorily required district [LCAP mid-year update](#)).
4. SSCs and English Learner Advisory Committee ([ELAC](#)) vote to recommend the SPSA to the board of education for final approval
5. SSCs perform other duties assigned by the local board
 - a. Vote on proposals related to Ventura Unified Education Association (VUEA)/District Article 27 and Ventura Education Support Professionals (VESPA) Article 42 Collective Bargaining Agreement processes
 - b. Serve as the site's designated Safety Planning Committee, which reviews and approves the annual [Comprehensive School Safety Plan](#) (CSSP) to the Board of Education
6. SSC meetings shall conform to the Greene Act ([CA Education Code Section 35147](#)) (see SSC bylaws)

VUSD SSC Bylaws: SSC bylaws are an optional local district decision per [CDE SSC guidance](#). Beginning in the spring of 2025 for the development of the 2025-26 SPSAs, based on FPM guidance received through the Spring 2025 compliance audit, VUSD is implementing common SSC bylaws for each grade band (i.e., Elementary, K8, Middle and High School) so that VUSD can ensure that all SSC processes conform to CDE and Federal requirements, as well as VUEA & VESPA contractual language wherever applicable, and for efficient and transparent SSC processes. Below are the VUSD K8 SSC Bylaws.



VUSD K8 Schools School School Site Council (SSC) Bylaws

Article I - Preamble

VUSD elects to establish the below School Site Council (SSC) bylaws for all VUSD K8 school sites to govern SSC functions and provide clarity of process, roles and duties. While these bylaws conform to the State of California Department of Education (CDE) [SSC Operation Guide](#) and other [CDE guidance](#) on SSCs, other than the bylaws that are *italicized & underlined*, they are not statutorily required by California Education Code, Federal Law or VUSD Board Policy. The district may alter these SSC bylaws at any time for the effective functioning of SSCs, for compliance with CDE and Federal guidance/requirements and to conform to the VUEA & VESPA collective bargaining agreements. SSCs may not change these bylaws or operate under other bylaws. On an annual basis and prior to the start of SPSA development for the upcoming year, VUSD will solicit recommendations from all VUSD SSCs for bylaw revisions.

Article II - The Role of the School Site Council

The primary role of the SSC is to develop the Single Plan for Student Achievement (SPSA). At Title I school sites, the California Department of Education (CDE) requires SSCs to conduct a comprehensive needs assessment, including an analysis of verifiable state and local data, provide recommendations related to the school's Title I program, and participate in the development of the SPSA for recommendation to the board of education for final approval. VUSD's practice is that all schools, regardless of Title I status, develop SPSAs and establish SSCs. The SPSA must align with the district's LCAP content and process. The SSC also serves as the site's designated Safety Planning Committee and approves the annual [Comprehensive School Safety Plan](#) (CSSP) and votes on VUEA/District Article 27 and VESPA/District Article 42 Site-Based Decision Making proposals.

Article III - Membership

The composition of the SSC must have an equal number of members between the school staff members and Parent/Community/(Student) members with a minimum of 10 members; five school staff members and five Parent/Community/(Student) members.

Composition of VUSD K8 Schools SSCs with the required minimum of 10 members:

Role	Amount
School Staff Members: Principal or their designee	1
School Staff Members: Classroom teachers	3
School Staff Members: Classified Unit Member* *Note: Per VESPA/District Contract Article 42	1
Parents/Community/(Student) members *Note: Student membership on K8 school SSC is optional.	5
Total minimum membership	10



The discretion to establish a SSC larger than the minimum 10 members resides with the school site Principal. SSCs larger than 10 must maintain the required (see above) ratios. A VUSD K8 school site Principal may elect to have a student member on the SSC in the Parent/Community/(Student) membership group. The student member of a K8 school SSC must be in grades 6-8.

The SSC at a K8 school must be composed of the both of the following two groups; school staff and parent/community/(student) members (EC Section 65000[c][1]):

School Group Members (K8 Schools):

- *The principal of the school or their designee;*
- *School personnel employed at the school who are not teachers, selected by school personnel employed at the school who are not teachers; and*
- *Classroom teachers employed at the school, selected by classroom teachers employed at the school; The classroom teachers selected shall constitute a majority of the school members selected (EC Section 65000[c][1][A]); and*

Parent/Community/(Student) Group Members (K8 Schools):

- *Parents of students attending the school, or other members of the school community, selected by parents of students attending the school. The number of parent and/or community members selected must equal the number of the school staff members selected (EC Section 65000[c][1][B]).*
- Student SSC member must be elected by students in grades 6-8

Annual SSC elections shall be held in August-September whenever practicable. A simple majority shall determine the outcome of the election. Only eligible members of each membership group shall vote for the group's SSC member(s) (e.g., teachers elect teacher members, students elect student members, etc.).

A term for elected SSC parent/community/(student) members and staff members is two years.

There are no limits to the number of terms an eligible member can be elected to. Members' terms should, whenever possible, be staggered such that as close to one-half of membership group's (e.g., Parent/Community/Student member and Staff Member groups) seats are up for election any given year.

Elected SSC parent/community members shall reside within the VUSD attendance boundary. If a member no longer resides within VUSD's boundaries or if their eligibility status changes to ineligible (e.g., an elected member teacher enrolls their child at that school), their membership on SSC shall be automatically terminated. A site principal may terminate the membership of any member from any category who does not attend three consecutive SSC meetings. Membership or the completion of a member's term on the SSC is not transferable by that member under any circumstances.

A member may resign anytime by submitting a written resignation to the SSC Chairperson. If membership on the SSC is terminated at any time for any reason prior to the finish of the two-year term, the school site Principal will appoint an interim member who is eligible and from the same required membership category (e.g., Classroom Teachers, Other School Personnel, Parents/Community Members) of the resigning member. That school site Principal-appointed



member will serve as an interim SSC member for the duration of the vacating member's term, at which point the interim SSC member must be elected to a two-year term through the required election process.

For any SSC action/matter that requires a vote, each member shall be entitled to one vote.

SSC members must be present at the SSC meeting in which the vote is taking place for the vote to be counted. Absentee ballots or proxies shall not be permitted.

Training of all SSC members by the school site Principal, both new and returning, shall take place annually using the latest district-provided SSC training materials. The training shall be agendized annually at the first meeting where the discussion of the following year's SPSA is discussed. If a member resigns or is removed prior to serving the duration of their term and an interim member is installed, the interim member must be trained by the school site Principal using the latest district-provided SSC training materials.

Article IV - Officers

SSC offices are held by SSC members and shall be established by SSC member election annually. Any officer may be removed from office by a 2/3rds majority vote of all SSC members for failing to fulfill the duties of the office. The SSC offices and duties are as follows:

Chairperson Duties:

Presides over SSC meetings and is responsible for the council's effective completion of SSC meeting agendas including the provision of open and inclusive discussion of agenda items, ensuring members have sufficient data/materials required for each agenda item, and prepares the agenda with the school site Principal.

Vice-Chairperson Duties:

Supports the chairperson in the fulfillment of their duties and serves as Chair at a meeting when Chairperson is absent

Secretary Duties:

Maintains meeting minutes, distributes meeting minutes from prior meetings to all SSC members present at the beginning of a meeting, records actions and/or votes when applicable, collaborates with the school site Principal on communications about SSC business to staff and parents. Ensures all SSC meeting minutes are publicly available to all and upon specific request (see Greene Act requirements below)

Article V - Meetings

To the extent practicable, SSCs will meet at least five times each school year. Additional meetings may be called by the school site Principal. Prospective meeting dates for the year will be established at the beginning of the school year and publicized in advance to all staff and parents. Any changes to established meeting dates, both cancellations/postponements and additional meetings, shall be communicated broadly and with as much advance notice as possible (see Greene Act requirements below).

SSC meetings shall be held at the school site campus whenever practicable.

Any meeting held by the SSC must follow the Greene Act requirements:

- *Posting the notice of meeting at the school site, or other appropriate place accessible to the public, at least 72 hours before the time set for the meeting. The notice must specify*



the date, time, and location of the meeting and contain an agenda describing each item of business to be discussed or acted upon (EC Section 35147[c][1]).

- **Note:** Required notification of a VUSD SSC meeting shall occur both in a formal paper posting in the most visible location possible on campus for parent/community and electronic notification via school communication system (e.g., ParentSquare).
- Shall be open to the public and allow for any member of the public to address the SSC during the meeting on any item within the subject matter jurisdiction of the SSC. The SSC may not take any action on any item of business unless that item appeared on the posted agenda or unless the SSC members present, by unanimous vote, find that there is a need to take immediate action and that the need for action came to the attention of the SSC subsequent to the posting of the agenda (EC Section 35147[c][1]).
 - **Note:** the time on the SSC meeting agenda and the allowable duration of public comments at SSC meetings shall be determined by SSC consensus or SSC vote if necessary.
- Allowing for questions or brief statements made at a meeting by members of the SSC or public that do not have a significant effect on students or employees in the school or school district, or that can be resolved solely by the provision of information, need not be described on an agenda as items of business. If the SSC violates the procedural meeting requirements of this section, upon demand of any person, the SSC must reconsider the item at its next meeting, after allowing for public input on the item (EC Section 35147[c][2]).
- Provide upon request any meeting materials to any member of the public pursuant to the California Public Records Act (EC Section 35147[d]).

SSC meetings shall be conducted in accordance with rules of order established by CA Ed. Code 35147(c).

SSCs may employ Robert's Rules of Order by consensus or vote (see #10 below in Article VI).

Article VI - Formal SSC Votes

The presence of a numerical majority of SSC members (i.e., 6 members in a minimum 10 person SSC, etc.) is required in order to constitute a quorum necessary for any official SSC vote.

K8 SSC aye/nay votes shall be voice votes made publicly by each SSC member except for required votes on proposals related to VUEA/District Article 27 and VESPA/District Article 42, which are by private/anonymous paper ballot and counted by the SSC chairperson.

Principals may seek SSC input on a range of school issues and administrative decisions. Formal votes by SSCs must/may occur only on the following items:

1. Required Vote: Approval* of the school's SPSA as recommended to the Board of Education
 - a. *Note: SPSA must also be approved by site ELAC prior to being recommended to the board

2. Required Vote: Approval of the CSSP as recommended to the Board of Education
3. Required Vote: District-approved VUEA/District Article 27 and VESPA/District Article 42 collective bargaining agreement Site-Based Decision Making proposals
4. Required Vote: Election of SSC officers
5. Required Vote: Removal of SSC officers
6. Allowable Vote: Approval of agenda items for SSC meetings
7. Allowable Vote: Approval of the timing of when/at what SSC meetings a vote will occur so long as district-established timelines are observed
8. Allowable Vote: The length and manner of permissible public comments at SSC meetings (see Greene Act requirements above)
9. Allowable Vote: Annual recommendation to the district of SSC bylaw revisions
10. Allowable Vote: Establishing Robert's Rules of Order for SSC meetings



VUSD School Site Council (SSC) Bylaws

High Schools

Updated: 3/19/2025, Educational Services Division

Background: As a result of the [Federal Program Monitoring](#) (FPM) [compliance audit](#) that VUSD underwent in the Spring of 2025, VUSD revised its [SSC](#) and [Single Plan for Student Achievement](#) (SPSA) processes to conform to the latest FPM and California Department of Education (CDE) guidance. The CDE performs audits of SSCs and SPSAs to monitor the compliance of Title I fund expenditures. [CA Education Code](#) requires SPSAs and SSCs for schools that receive federal government funding through the state's [Consolidated Application](#) (ConApp) process (e.g., Title I funds for low income students). Federal law, state law, VUSD Board Policies ([BP 0420](#)) and VUSD Administrative Regulations ([AR 0420](#)), however, do not require SPSAs and SSCs at non-Title I schools. However, VUSD's current practice is that all schools, regardless of Title I funding, do so primarily as a means of creating a strategic plan (SPSA) with parent/family input (SSC) along with that of site staff and the site leadership team.

Summary of Purpose & Process of VUSD SSCs ([CA SSC Operation Guide](#)):

1. SSCs must perform a comprehensive needs assessment annually based on the district LCAP goals and metrics and the school site's specific student performance data.
 2. SSCs support the development of SPSAs, which includes measurable goals, strategies/activities to achieve those goals and a proposed budget for the funding of the strategies/activities.
 - a. SPSA goals must directly address areas identified as areas of need from the comprehensive needs assessment. These goals must be aligned to the district LCAP ([required by CDE](#)).
 - b. SPSA strategies/activities must be designed to directly improve student academic achievement.
 - c. SPSA budgets:
 - i. At Title I sites, Federal and State law require that all allocated Title I funds must be expended on SPSA goals/strategies identified from the comprehensive needs assessment that directly support student academic achievement. Other non-Title I funds may be identified by the school site Principal as proposed budget* expenditures implementing strategies/activities in support of SPSA goals identified in the comprehensive needs assessment.
 - ii. At non-Title I sites, non-Title I funds allocated to the site must be identified by the Principal as proposed budget* expenditures implementing strategies/activities in support of SPSA goals identified in the comprehensive needs assessment.
1. ***Note:** Separate stand-alone budget sheets (e.g., Title I, Supplemental, Site-Based) which were included in previous years' SPSAs, will not be included in SPSAs beginning with the 2025-26 SPSA. The overall budget and expenses are already included in the SPSA in context with the strategy/activity and goal and "students served by this activity and goal"; all SSC budget



conversations should be in the context of SPSA goals and targeted students.

3. SSC's must agendaize the monitoring of progress towards the SPSA goals (e.g., similar to the statutorily required district [LCAP mid-year update](#)).
4. SSCs and English Learner Advisory Committee ([ELAC](#)) vote to recommend the SPSA to the board of education for final approval
5. SSCs perform other duties assigned by the local board
 - a. Vote on proposals related to Ventura Unified Education Association (VUEA)/District Article 27 and Ventura Education Support Professionals (VESPA) Article 42 Collective Bargaining Agreement processes
 - b. Serve as the site's designated Safety Planning Committee, which reviews and approves the annual [Comprehensive School Safety Plan](#) (CSSP) to the Board of Education
6. SSC meetings shall conform to the Greene Act ([CA Education Code Section 35147](#)) (see SSC bylaws)

VUSD SSC Bylaws: SSC bylaws are an optional local district decision per [CDE SSC guidance](#). Beginning in the spring of 2025 for the development of the 2025-26 SPSAs, based on FPM guidance received through the Spring 2025 compliance audit, VUSD is implementing common SSC bylaws for each grade band (i.e., Elementary, K8, Middle and High School) so that VUSD can ensure that all SSC processes conform to CDE and Federal requirements, as well as VUEA & VESPA contractual language wherever applicable, and for efficient and transparent SSC processes. Below are the VUSD High School SSC Bylaws.



VUSD High Schools School Site Council (SSC) Bylaws

Article I - Preamble

VUSD elects to establish the below School Site Council (SSC) bylaws for all VUSD high school sites to govern SSC functions and provide clarity of process, roles and duties. While these bylaws conform to the State of California Department of Education (CDE) [SSC Operation Guide](#) and other [CDE guidance](#) on SSCs, other than the bylaws that are *italicized & underlined*, they are not statutorily required by California Education Code, Federal Law or VUSD Board Policy.

The district may alter these SSC bylaws at any time for the effective functioning of SSCs, for compliance with CDE and Federal guidance/requirements and to conform to the VUEA/VESPA collective bargaining agreements. SSCs may not change these bylaws or operate under other bylaws. On an annual basis and prior to the start of SPSA development for the upcoming year, VUSD will solicit recommendations from all VUSD SSCs for bylaw revisions.

Article II - Role of the School Site Council

The primary role of the SSC is to develop the Single Plan for Student Achievement (SPSA). At Title I school sites, the California Department of Education (CDE) requires SSCs to conduct a comprehensive needs assessment, including an analysis of verifiable state and local data, provide recommendations related to the school's Title I program, and participate in the development of the SPSA for recommendation to the board of education for final approval.

VUSD's practice is that all schools, regardless of Title I status, develop SPSAs and establish SSCs. The SPSA must align with the district's LCAP content and process. The SSC also serves as the site's designated Safety Planning Committee and approves the annual [Comprehensive School Safety Plan](#) (CSSP) and votes on VUEA/District Article 27 and VESPA/District Article 42 Site-Based Decision Making proposals.

Article III - Membership

The composition of the SSC must have an equal number of members between the school Staff members and Parent/Community/Student members with a minimum of 10 members; five school members and five Parent/Community/Student members.

The discretion to establish a SSC larger than the minimum 10 members resides with the school site principal on a yearly basis. If in the pursuit of an SSC larger than 10 members, an equal number of staff vs. parents/community/student cannot be ensured or teachers remaining the numerical majority of staff cannot be maintained, the SSC must remain at the minimum size of 10.

A secondary school's SSC must include at least one parent/community member and one student in an SSC of minimum size (see table below). The school site Principal may decide to shift the membership of the SSC from one required student to more than one student: A) at a time when a Parent/Community member's two-year term is completed or B) by increasing the size of the SSC to above 10 while maintaining the required ratios.

Composition of VUSD High School SSCs with the required minimum of 10 members:

Role	Amount
School Staff Members: Principal or their designee	1
School Staff Members: Classroom teachers	3
School Staff Members: Classified Unit Member* *Note: Per VESPA/District Contract Article 42	1
Parents/Community/Student* members *Note: MUST include at least 1 student in High School	5
Total minimum membership	10

The SSC in a High School school must be composed of both of the following two groups; school staff and parent/community/student members (EC Section 65000[c][1]):

School Group Members (High Schools):

- The principal of the school or their designee;
- School personnel employed at the school who are not teachers, selected by school personnel employed at the school who are not teachers; and
- Classroom teachers employed at the school, selected by classroom teachers employed at the school; The classroom teachers selected shall constitute a majority of the school members selected (EC Section 65000[c][1][A]); and

Parent and/or Community Group Members (High Schools):

- Parents of students attending the school, or other members of the school community, selected by parents of students attending the school. The number of parent/community/student members selected must equal the number of the school staff members selected (EC Section 65000[c][1][B]).
- Student members are selected by the students

Annual SSC elections shall be held in August-September whenever practicable. A simple majority shall determine the outcome of the election. Only eligible members of each membership group shall vote for the group's SSC member(s) (e.g., teachers elect teacher members, students elect student members, etc.).

A term for elected SSC parent/community/student members and staff members is two years.

There are no limits to the number of terms an eligible member can be elected to. Members' terms should, whenever possible, be staggered such that as close to one-half of membership group's (e.g., Parent/Community/Student member and Staff Member groups) seats are up for election any given year.

Elected SSC parent/community members shall reside within the VUSD attendance boundary. If a member no longer resides within VUSD's boundaries or if their eligibility status changes to ineligible (e.g., an elected member teacher enrolls their child at that school), their membership on SSC shall be automatically terminated. A site principal may terminate the membership of any



member from any category who does not attend three consecutive SSC meetings. Membership or the completion of a member's term on the SSC is not transferable by that member under any circumstances.

A member may resign anytime by submitting a written resignation to the SSC Chairperson. If membership on the SSC is terminated at any time for any reason prior to the finish of the two-year term, the school site Principal will appoint an interim member who is eligible and from the same required membership category (e.g., Classroom Teachers, Other School Personnel, Parents/Community Members) of the resigning member. That school site Principal-appointed member will serve as an interim SSC member for the duration of the vacating member's term, at which point the interim SSC member must be elected to a two-year term through the required election process.

For any SSC action/matter that requires a vote, each member shall be entitled to one vote.

SSC members must be present at the SSC meeting in which the vote is taking place for the vote to be counted. Absentee ballots or proxies shall not be permitted.

Training of all SSC members by the school site Principal, both new and returning, shall take place annually using the latest district-provided SSC training materials. The training shall be agendized annually at the first meeting where the discussion of the following year's SPSA is discussed. If a member resigns or is removed prior to serving the duration of their term and an interim member is installed, the interim member must be trained by the school site Principal using the latest district-provided SSC training materials.

Article IV - Officers

SSC offices are held by SSC members and shall be established by SSC member election annually. Any officer may be removed from office by a 2/3rds majority vote of all SSC members for failing to fulfill the duties of the office. The SSC offices and duties are as follows:

Chairperson Duties:

Presides over SSC meetings and is responsible for the council's effective completion of SSC meeting agendas including the provision of open and inclusive discussion of agenda items, ensuring members have sufficient data/materials required for each agenda item, and prepares the agenda with the school site Principal.

Vice-Chairperson Duties:

Supports the chairperson in the fulfillment of their duties and serves as Chair at a meeting when Chairperson is absent

Secretary Duties:

Maintains meeting minutes, distributes meeting minutes from prior meetings to all SSC members present at the beginning of a meeting, records actions and/or votes when applicable, collaborates with the school site Principal on communications about SSC business to staff and parents. Ensures all SSC meeting minutes are publicly available to all and upon specific request (see Greene Act requirements below)

Article V - Meetings

To the extent practicable, SSCs will meet at least five times each school year. Additional meetings may be called by the site Principal. Prospective meeting dates for the year will be established at the beginning of the school year and publicized in advance to all staff and parents. Any changes to established meeting dates, both cancellations/postponements and



additional meetings, shall be communicated broadly and with as much advance notice as possible (see Greene Act requirements below).

SSC meetings shall be held at the school site campus whenever practicable.

Any meeting held by the SSC must follow the Greene Act requirements:

- *Posting the notice of meeting at the school site, or other appropriate place accessible to the public, at least 72 hours before the time set for the meeting. The notice must specify the date, time, and location of the meeting and contain an agenda describing each item of business to be discussed or acted upon (EC Section 35147[c][1]).*
 - ***Note:** Required notification of a VUSD SSC meeting shall occur both in a formal paper posting in the most visible location possible on campus for parent/community and electronic notification via school communication system (e.g., ParentSquare).*
- *Shall be open to the public and allow for any member of the public to address the SSC during the meeting on any item within the subject matter jurisdiction of the SSC. The SSC may not take any action on any item of business unless that item appeared on the posted agenda or unless the SSC members present, by unanimous vote, find that there is a need to take immediate action and that the need for action came to the attention of the SSC subsequent to the posting of the agenda (EC Section 35147[c][1]).*
 - ***Note:** the time on the SSC meeting agenda and the allowable duration of public comments at SSC meetings shall be determined by SSC consensus or SSC vote if necessary.*
- *Allowing for questions or brief statements made at a meeting by members of the SSC or public that do not have a significant effect on students or employees in the school or school district, or that can be resolved solely by the provision of information, need not be described on an agenda as items of business. If the SSC violates the procedural meeting requirements of this section, upon demand of any person, the SSC must reconsider the item at its next meeting, after allowing for public input on the item (EC Section 35147[c][2]).*
- *Provide upon request any meeting materials to any member of the public pursuant to the California Public Records Act (EC Section 35147[d]).*

SSC meetings shall be conducted in accordance with rules of order established by CA Ed. Code 35147(c).

SSCs may employ Robert's Rules of Order by consensus or vote (see #10 below in Article VI).

Article VI - Formal SSC Votes

The presence of a numerical majority of SSC members (i.e., 6 members in a minimum 10 person SSC, etc.) is required in order to constitute a quorum necessary for any official SSC vote.

High School SSC aye/nay votes shall be voice votes made publicly by each SSC member except for required votes on proposals related to VUEA/District Contract Article 27, which are by private/anonymous paper ballot and counted by the SSC chairperson.



School site Principals may seek SSC input on a range of school issues and administrative decisions. Formal votes by SSCs must/may occur only on the following items:

1. Required Vote: Approval* of the school's SPSA as recommended to the Board of Education
 - a. *Note: SPSA must also be approved by site ELAC prior to being recommended to the board
2. Required Vote: Approval of the CSSP as recommended to the Board of Education
3. Required Vote: District-approved VUEA/District Article 27 and VESPA/District Article 42 collective bargaining agreement Site-Based Decision Making proposals
4. Required Vote: Election of SSC officers
5. Required Vote: Removal of SSC officers
6. Allowable Vote: Approval of agenda items for SSC meetings
7. Allowable Vote: Approval of the timing of when/at what SSC meetings a vote will occur so long as district-established timelines are observed
8. Allowable Vote: The length and manner of permissible public comments at SSC meetings (see Greene Act requirements above)
9. Allowable Vote: Annual recommendation to the district of SSC bylaw revisions
10. Allowable Vote: Establishing Robert's Rules of Order for SSC meetings