

School Site Council (SSC) Quick Guide

(Information, Requirements, Suggested Timeline, Resources)



Role	
A school that operates a categorical program funded through the consolidated application (ConApp) is required to establish a School Site council (SSC) if such program requires a School Plan for Student Achievement (SPSA) (California <i>Education Code</i> [EC] Section 65000[b]).	
Responsibilities	
The SSC develops the content of the SPSA (EC Section 64001[g][1]). The SPSA, including proposed expenditure of funds allocated to the school through the ConApp and the LCAP, if any, must be reviewed and updated annually by the SSC (EC Section 64001[i]).	
Requirement	Idea/Example/Resources
Develop and approve the SPSA, including the proposed expenditures of funds. The SPSA must align with the needs identified through the school's comprehensive needs assessment and the goals identified by the SSC and must adhere to all applicable state and federal laws and regulations. The SPSA must include funds based on projected allocations from federal funds, and may also include other state or local funds allocated to the school to support student achievement. Proposed expenditures include planned spending and costs needed to implement the strategies/services in the SPSA.	Principals should be knowledgeable of SPSA and SSC requirements. In CVESD, new SPSAs are drafted and sent for Board approval in June and then revised and updated in the fall and approved again in December.
Recommend the SPSA, including proposed expenditures of funds, to the LEA's local governing board or body for approval.	SSC Toolkit includes training PowerPoint with voiceover, video, agenda template and other resources: SSC Toolkit
Provide ongoing review throughout the school year of the implementation of the strategies/services in the SPSA to ensure the plan is being carried out to address the needs of the school and its students.	SPSA Training Sessions for Principals: 2023-24
Make modifications to the SPSA, if a need arises. The SSC will submit the modified SPSA to the local governing board/body for approval whenever a material change (as defined in local governing board policy) is made to planned activities or related expenditures.	Agenda and Minutes Template: CVESD SSC Agenda and Minutes Template.docx
Annually evaluate the progress made toward the school's goals to increase the academic achievement of all students. This includes reviewing and analyzing established metrics, baseline data, and desired outcomes in the SPSA to ensure continuous improvement of students in the schoolwide program	Conduct Title I Annual Evaluation if you are a Title I school in the Spring Training PPT and Template: Title I Annual Evaluation
Perform all other duties assigned to the SSC by the local governing board or body of the LEA and by state law. As each school has their own unique needs and student populations, the SSC must ensure this is considered within their duties and responsibilities.	SSC also: <ul style="list-style-type: none"> • Gathers input for Family Parent Engagement Policy • Approves Comprehensive School Safety Plan • Provides LCAP input.

Composition Requirements & Elections	
Requirement	Idea/Example
<p>The members of the SSC represent the composition of school's student population. 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. Additionally, for the school staff members, the classroom teachers must be in the majority. (EC Section 65000[a]).</p> <p><u>School Group Members:</u></p> <ul style="list-style-type: none"> 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 <p><u>Parent and/or Community Group Members:</u></p> <ul style="list-style-type: none"> 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]). <p>In other words, the minimum number of SSC members at an elementary school is a total of 10 (e.g. one principal or their designee, one other school personnel, three classroom teachers, and five parent/community members).</p>	<p>Paper/electronic election:</p> <ul style="list-style-type: none"> Send out nomination forms soliciting interest in vacant SSC positions, then send ballots to vote for/elect members. Each member group votes for their peers only. Teachers vote for teachers, other staff votes for other staff, parents/community members vote for parent/community members. <p>Officer positions can be elected during first SSC meeting: Chairperson, Vice Chairperson Secretary, Parliamentarian.</p> <p>Sample SSC ballots: Sample Ballots</p> <p>Please complete SSC Roster template: SSC Membership and Composition.docx</p>
Training	
Requirement	Idea/Example
<p>SSC members shall receive training materials and training which will assist them in carrying out their required responsibilities.</p>	<p>Hold a training at prior to or at the first meeting of the year and use resources provided by the District:</p> <p>Training Video: SSC 101 Admin, Staff, Community 6.8.23 Video.mp4</p> <p>Making a Motion Sentence Frames: Making A Motion [ENG-SP] (cd).pdf</p> <p>Robert's Rules of Order: Robert's Rules Cheat Sheet.pdf</p>
Planning SSC Meetings	
<ul style="list-style-type: none"> Principal should meet with the SSC Chair to develop meeting agendas. SSC officers should be active participants in the development of the agendas. Suggested number of meetings: Eight meetings annually to complete required tasks and additional topics as requested by SSC. 	

- See Suggested Timeline: [SSC Suggested Timeline.pdf](#)
- For all official SSC meetings:
 - Create/review agenda with SSC Chair
 - Prepare agenda for meetings and post 72 hours in advance in a visible location on the school building (window of front office, etc.)
 - Invite SSC members and all school community (School Messenger, flyers, social media)
 - Arrange for interpreters as needed

Records

- Federal law requires that all records pertinent to federally funded programs be retained for 3 years
- SSC records must be available for public review upon request
- Records to be maintained:
 - Elections/Ballots (one blank and one filled out, if used)
 - Official correspondence
 - Meeting agendas, minutes, recording attendance, discussions, recommendations, and actions.
 - Evidence of Comprehensive Needs Assessment, SPSA input and approval, LCAP input, Title I Annual Evaluation, etc.

Resources and Legal References:

- [SSC Toolkit](#)
- <https://www.cde.ca.gov/fg/aa/co/ssc.asp>
- California *Education Code*, sections 35147, 52176(b) and (c), 62002.5, and 64001(a)
- California *Code of Regulations*, Title 5, Section 11308