School Site Council

CUSD Annual Training Slides



Cupertino Union School District
Updated March 2026

Cupertino Union School District Priorities

01 FUTURE-READY LEARNING

Support each child in developing the skills and characteristics of our CUSD Portrait of a Learner, including academic content skills and our seven (7) learner competencies.

02 COMMUNITY-WIDE ENGAGEMENT

Actively engage educational partners (students, staff, parents, and community members) and build strong relationships to support the implementation of the CUSD Strategic Plan, including the Portrait of a Learner.



03 FISCAL RESPONSIBILITY

Effectively and efficiently utilize District resources, operations, and processes to maximize each student's learning.

04 SENSE OF BELONGING

Create a sense of belonging in the workplace so every employee feels valued, validated and supported to actively engage in their work, fully contribute, and confidently practice well-being activities that promote connectedness and work-life harmony.

Composition



The SSC shall be composed of:

- The principal (permanent member)
- Teachers selected by teachers at the school
- Other school personnel selected by other school personnel at the school
- For school staff members, the classroom teachers must be in the majority
- Parents of students attending the school and/or community members selected by such parents
- A CUSD staff member who does not work at the site may serve in the parent/community role on the SSC
- In middle schools: students, selected by students attending the school (optional).

Parity and Minimum Membership



Parity

The SSC shall be constituted to ensure parity between school members and parent/community/student members:

- Elementary Level: Parity must be ensured between:
  - The principal, classroom teachers, and other school personnel; and
  - Parents or community members selected by parents.
- Middle School Level (if students are included): Parity must be ensured between:
  - The principal, classroom teachers, and other school personnel; and
  - An equal number of parents or community members selected by parents and students.

Minimum Membership

- The SSC shall have a minimum of **10 members,** consisting of five school members and five parent/community/student members.
- Small Schools: The minimum number of SSC members for schools with *fewer than 300* pupils is a total of six (e.g., one principal, one teacher, one school staff, three parents/community members or students).

Selection, Elections and Terms of Office



Selection and Elections

- A public call for new members/elections shall be issued each spring or early fall to replace outgoing members.
- Aside from the principal or their designee, members of the SSC are selected by their peers. This means that the classroom teacher members are selected by the classroom teachers, the other school staff member is selected by the other school staff, parent/community members are selected by the parents, and student members are selected by the students, as applicable.

Terms of Office

- Statute does not define a specific term limit for SSC members. Term limits may be established through local bylaws, as applicable.
- Staggered, two school-year terms are recommended

Roles and Responsibilities (SPSA)



The purpose of the SSC is 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 and approval of the school's SPSA. The SSC must, at a minimum:

- Develop and approve the SPSA, including 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 adhere to all applicable state and federal laws and regulations.
- Recommend the SPSA, including proposed expenditures of funds, to the LEA's local governing board or body for approval.
- Provide ongoing review throughout the school year of the implementation of the strategies/services in the SPSA.
- 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.
- Annually evaluate the progress made toward the school's goals to increase the academic achievement of all students, including reviewing and analyzing established metrics, baseline data, and desired outcomes in the SPSA.
- Perform all other duties assigned to the SSC by the local governing board or body of the LEA and by state law.

Roles and Responsibilities (Safety Plan)



- Annually, the SSC reviews, provides input on, and approves the Comprehensive School Safety Plan (CSSP).
- The SSC must write and develop the CSSP or may delegate this responsibility to a safety committee made up of principal/designee, teacher, parent of child who attends the school, classified employee, and others. *EC* Section 32281(b)(2).
- The SSC/safety planning committee must consult with a law enforcement agency, a fire department, and other first responders each year when updating the CSSP and notify each entity of any updates that occur during the year.
  EC Section 32281(b)(3).
- Present the safety plan goals with designated invitees at a public meeting at the school site to allow for public opinions before adopting the plan. *EC* Section 32288(b)(1).
  - This may occur as part of a regular parent meeting.
- Each school must review, update, and adopt its plan by March 1 every year.

Meeting Requirements



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

- Posting the notice of meeting at the schoolsite, 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]).
- Being 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]).
- 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]).
- Providing upon request any meeting materials to any member of the public pursuant to the California Public Records Act (EC Section 35147[d]).

Meeting agendas documents shall be posted at the school site, on ParentSquare and on the school website. The website shall include three school years of agendas, minutes and meeting materials.

Annual Review and Approval of Bylaws



The bylaws of each School Site Council shall include the method of selecting members and officers, terms of office, responsibilities of council members, time commitment, and a policy of nondiscrimination and equity.

The bylaws shall be reviewed and approved by the SSC annually.

Post bylaws on your school website.

Other Legal Requirements



- Voting requires a quorum. A quorum is defined as a majority of the membership present. This number is half the SSC membership plus one.
- If the meeting is recorded or if AI/other technology tools are used for transcription, participants shall be informed at the start and given the opportunity to consent. Only District approved tools are permitted.
- If the SSC violates the procedural meeting requirements, upon demand of any person, the SSC must reconsider the item at its next meeting, after allowing for public input.
- The Council will provide, upon request, any meeting materials to any member of the public pursuant to the California Public Records Act.
- SSC records, materials, and supporting documents must be retained for a period of three years, or longer if litigation, claim, or audit is pending.
- You may hold a joint meeting with the English Learner Advisory Committee (ELAC). The agenda needs to state this.

Sample Agenda (Items + Description + Documents)

- Call to Order
  - The Chair will call the meeting to order.
- Roll call (**required at each meeting**)
  - The Chair will call the names of members and establish quorum.
- Review and approval of meeting minutes
  - The prior meeting minutes will be reviewed. Members may suggest amendments. Approval will be requested.
- Principal's Update
  - The Principal will share information about progress towards SPSA goals.
- Information item and/or Report from standing committee
  - TBD (Describe if using)
- Public comments (**required at each meeting**)
  - Members of the public are invited to make comments on matters within the jurisdiction of School Site Council
- Discussion/Action*
  - The draft SPSA will be reviewed and discussed (attached) Council members will be asked to approve the 26-27 SPSA.
- Agenda setting
  - Council members may suggest topics for future SSC agendas
- Adjournment
  - The Chair will adjourn the meeting
  -

District Template in ParentSquare: Select "School Site Council [and ELAC] Meeting Notice" under the plus sign on the post navigation bar.

* Best practice: Before a vote, hold one meeting for discussion and questions. Then, hold a second meeting to finish the discussion and request action to approve. This ensures sufficient time for public comments and Council deliberations.

Policies, Resources and Sources of Information

Information in these slides was excerpted from the following sources:

District Policies
Board Policy 0420: Site Councils
AR 0420: Site Councils
Board Policy 0450: Comprehensive Safety Plans
AR 0450: Comprehensive Safety Plans

Resources from the CDE
California Department of Education
CDE FAQ

