



SCHOOL SITE COUNCIL



Downey Unified
SCHOOL DISTRICT





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WHAT IS A SCHOOL SITE COUNCIL?

The School Site Council (SSC) is an elected or selected group representative of the school's staff, parents, and in secondary schools, students.

The Ed Code requires:

- All meetings shall be open to the public and any member of the public shall be able to address the council or committee during the meeting concerning any item within the subject matter jurisdiction of the council or committee.
- Notice of the meeting shall be posted at the school site, and or other appropriate place accessible to the public, at least 72 hours before the time set for the meeting. The notice shall specify the date, time, and location of the meeting and contain an agenda describing each item of business to be discussed and/or acted upon.
- The SSC may not take any action on any item of business unless that item appeared on the posted agenda except under the following circumstances:
 - 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 their attention after the posting of the agenda.



HOW ARE SSC MEMBERS CHOSEN?

- All members, with the exception of the principal, are elected or selected by their peer group. The principal is assigned to serve as a permanent, voting member on the council.
- The SSC selection process is determined by each district, and outlined in each sites SSC bylaws. Documentation of the process must be maintained for 3 years.



MEMBERSHIP COMPOSITION

The Ed. Code Section 52012 specifies the SSC shall be constituted to ensure parity between (a) the principal, teachers, and other school personnel, and (b) equal numbers of parents or other community members selected by parents, and students.

In both the elementary and secondary SSC, classroom teachers shall comprise the majority of persons represented under subdivision (a) of this section.



SAMPLE COMPOSITION

10 MEMBERS MINIMUM

ELEMENTARY SSC

- 1 PRINCIPAL
- 3 TEACHERS
- 1 OTHER STAFF
- 5 PARENTS OR COMMUNITY MEMBERS

SECONDARY SSC

- 1 PRINCIPAL
- 4 TEACHERS
- 1 OTHER STAFF
- 6 PARENTS OR COMMUNITY MEMBERS

Parent or community members, representing that group, may not be employed at the school site. “Other school personnel” refers to classified and/or certificated staff; i.e., school nurse, resource teacher, instructional aide, secretary, etc.

HOW IS SCHOOL SITE COUNCIL ELECTED

The School Site Council (SSC) is an elected group of the school's staff and parents. All members, with the exception of the principal, are elected by their peer group.

The Principal is the ONLY assigned member of the SSC. The Principal is also a voting member of the SSC. The principal may not veto a decision of the SSC, but may accompany their decisions to the school board and express his concern/s.

School Site Election Process

The SSC election process is determined by your site's SSC bylaws.

(Schools-enter your election process here)



SSC OFFICERS ANNUAL ELECTION OF OFFICERS INCLUDES:

Chairperson – Presides at all meetings of the council - organizes, convenes, and leads meetings of the council.

Vice Chairperson – Substitutes for the chair in his or her absence.

Secretary – Maintains records of regular and special meetings of the council, records events, and actions taken at council meetings.



OPERATING THE SSC

School Site Councils operate under the rules and regulations of the Greene Act, EC Section 35147(c) and should be conducted according to Robert's Rules of Order.

The SSC agenda is publicly posted 72 hours in advance of each meeting. SSC actions are limited to the publicly posted agenda items. Suggested locations: outdoor bulletin board accessible to all of the community, social media, and school newsletter.

THE RESPONSIBILITIES OF THE SSC ARE TO:

The SSC annually:

- **Develops, Monitors, Implements, and Evaluates the Single Plan for Student Achievement (SPSA)** to ensure that the needs of all students are addressed to increase student achievement.
- **Votes to approve the SPSA and Title I Funding (LCFF funds are not voted on but are discussed with the SSC.)**

Annually facilitate the revision/update of the school goals, improvement strategies and planned expenditures which are outlined in the School Plan for Student Achievement (SPSA).

Ensure the school goals and improvement strategies are measurable and based on an analysis of verifiable state and local data. Ensure the goals, improvement strategies, and proposed expenditures are legally compliant and support the district's goals and LEA (Local Educational Agency) plan.

Seek input from all advisory committees (ELAC). Approve and recommend the updated School Plan to the local governing board for their approval. Monitor the implementation of the approved School Plan, making modifications as necessary.



MEETING MINUTES

- Minutes provide a legal record for what happens in a meeting. The headings should mirror the items listed in an agenda, in order, and include information about content reviewed and actions taken.
- Minutes must be approved by a council in a subsequent meeting to serve as a legal record. Minutes can be approved “with changes” or approved “as is” by the council.
- After minutes are approved by a council, they cannot be altered by any one member. Any changes to the approved minutes must be made by a quorum of the body voting to alter the minutes.