# California Schoolsite Council Composition Requirements

A schoolsite council (SSC) is established to develop the School Plan for Student Achievement (SPSA). The SSC is required 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 SPSA is a strategic plan that outlines specific and measurable goals at the school site with the intention of increasing student achievement. The SPSA should align with the local educational agency’s (LEA’s) Local Control and Accountability Plan (LCAP) process as they both help support continuous cycles of action, reflection, and improvement. For more information on the LCAP and SPSA development, please visit <https://www.cde.ca.gov/re/lc/planninglcapschoolplan.asp>.

## Minimum SSC Composition Requirements

SSC membership for both elementary and secondary schools must include a minimum of 10 members with equal representation between school staff members and parent/community/student members. Additionally, for the school staff members, the classroom teachers must be in the majority.[[1]](#footnote-1)

**Table 1:** Elementary school SSCs must have a minimum of 10 members; one principal or designee, three classroom teachers, one other school personnel, and five parent and/or community members.

| **Role**  | **Number**  |
| --- | --- |
| School Staff Members: Principal or their designee  | **1**  |
| School Staff Members: Classroom teachers   | **3**  |
| School Staff Members: Other school personnel   | **1**  |
| Parent and/or Community members  | **5**  |
| **Total membership** | **10** |

**Table 2:** Secondary school SSCs must have a minimum of 10 members; one principal or designee, three classroom teachers, one other school personnel, and five parent/community/student members.

| **Role**  | **Number**  |
| --- | --- |
| School Staff Members: Principal or designee  | **1**  |
| School Staff Members: Classroom teachers   | **3**  |
| School Staff Members: Other school personnel   | **1**  |
| Parent/Community/Student members\* | **5**  |
| **Total membership** | **10** |

**\*A secondary school’s SSC must include at least one parent/community member and one student; the composition of the remaining parent/community/student members is determined locally.**

**Table 3:** Example of SSC Compositions Demonstrating Parity for Elementary School.

| **Role** | **Example 1** | **Example 2** | **Example 3** | **Example 4** |
| --- | --- | --- | --- | --- |
| School Staff Members: Principal or designee | 1 | 1 | 1 | 1 |
| School Staff Members: Classroom teachers  | 3 | 4 | 5 | 4 |
| School Staff Members: Other school personnel  | 1 | 1 | 1 | 2 |
| Parent and/or Community members | 5 | 6 | 7 | 7 |
| **Total membership** | **10** | **12** | **14** | **14** |

**Table 4:** Example of SSC Compositions Demonstrating Parity for Secondary School.

| **Role** | **Example 1** | **Example 2** | **Example 3** | **Example 4** |
| --- | --- | --- | --- | --- |
| School Staff Members: Principal or designee | 1 | 1 | 1 | 1 |
| School Staff Members: Classroom teachers  | 3 | 4 | 5 | 4 |
| School Staff Members: Other school personnel  | 1 | 1 | 1 | 2 |
| Parent/Community/Student members | 5 | 6 | 7 | 7 |
| **Total membership** | **10** | **12** | **14** | **14** |

A school may operate an SSC with more than the minimum 10 members. However, regardless of the number of members on the SSC, there must be parity, or equal representation, between the school staff members and the parent/community/student members. Additionally, for the school staff members, the classroom teachers must be in the majority.

## Alternative SSC Compositions

**Schools may operate a shared SSC under the following circumstances[[2]](#footnote-2):**

1. Schools with common site administration may operate a shared SSC if the school site has a student population of less than 300 students.[[3]](#footnote-3) The composition of the shared SSC must have the minimum required representation from each group, as listed above.
2. Up to three schools with a combined student population of less than 1,000 students may operate a shared SSC if the schools have a shared campus and/or geographic proximity to one another with similar student populations[[4]](#footnote-4). The composition of the shared SSC must have the minimum required representation from each group, as listed above.

**A school may operate a SSC with a reduced number of members under the following circumstances:**

1. Elementary schools with fewer than 300 students may operate an SSC with a minimum of six members, as follows: one principal, one teacher, one school staff, three parent/community members.
2. Secondary schools with fewer than 300 students may operate an SSC with a minimum of six members, as follows: one principal, one teacher, one school staff, two parent/community members and one student.

To operate an SSC with a reduced-member composition, the local governing board or body of the LEA must receive approval from its local bargaining unit(s), as applicable.[[5]](#footnote-5)

## SSC Waivers

If the school is not able to meet the minimum SSC composition requirements outlined above, the local governing board or body of the LEA may request that the California State Board of Education waive the SSC composition requirement for the school[[6]](#footnote-6). For more information on how to submit an SSC waiver request, please visit the Waiver Office web page at <https://www.cde.ca.gov/re/lr/wr/index.asp>.

For more information on SSC, please visit the California Department of Education SSC web page at <https://www.cde.ca.gov/fg/aa/co/ssc.asp>.

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1. California Education Code (EC) Section 65000(c) [↑](#footnote-ref-1)
2. [*EC* Section 65001](https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=65001.&lawCode=EDC) [↑](#footnote-ref-2)
3. *EC* Section 65001(a) [↑](#footnote-ref-3)
4. EC Section 65001 (b). [↑](#footnote-ref-4)
5. *EC* Section 65001(d)(2) [↑](#footnote-ref-5)
6. [*EC* Section 65001](https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=65001.&lawCode=EDC)(e) [↑](#footnote-ref-6)