# California Schoolsite Council Operation Guide

## The Role of the Schoolsite Council

A schoolsite council (SSC) is established to develop the School Plan for Student Achievement (SPSA). [[1]](#footnote-1) 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>.

## Responsibilities

At a minimum, the SSC must:

* 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. The SPSA 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.
* 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 to ensure the plan is being carried out to address the needs of the school and its students.
* 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.
* 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.
* 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.

## Composition

The SSC must be composed of a minimum of 10 members and membership composition is dependent on the type of school.[[2]](#footnote-2)

**Elementary school SSCs must have a *minimum* of 10 members:**

* One principal or their designee
* Three classroom teachers
* One other school personnel
* Five parents and/or community members

**Secondary school SSCs must have a minimum of 10 members:**

* One principal or their designee
* Three classroom teachers
* One other school personnel
* Five parent/community/student members\*

***\*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.***

The SSC composition 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. The tables below show the minimum SSC composition by school type, and how they have equal representation between SSC members.

### Minimum SSC Composition for Elementary School

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

### Minimum SSC Composition for Secondary School

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

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>.

California Department of Education

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1. [California *Education Code* (*EC*) Section 64001(g)(1)](https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=64001.&lawCode=EDC) [↑](#footnote-ref-1)
2. [*EC* Section 65000(c)](https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=65000.&lawCode=EDC) [↑](#footnote-ref-2)