
School Site Council Policy

Policy 2-300

Scope:

Applies to all schools receiving state or federal categorical funds (including Title I). Requirements adjust based on site configuration: elementary, secondary, or unified.

1. SSC Responsibilities:

- Conduct a comprehensive needs assessment using verifiable data (e.g., state/local performance data) to guide the Single Plan for Student Achievement (SPSA).
- Develop, approve, and annually review the SPSA, including categorical expenditures aligned with school goals, data trends, and the district's LCAP.
- Recommend the SPSA (and any material mid-year revisions) to the governing board for approval consistent with Education Code §64001(i).
- Ensure categorical funds supplement—not supplant—base resources and promote equity across schools.
- Monitor SPSA implementation, evaluate effectiveness, and recommend adjustments as needed.
- Advise on state and federal categorical expenditures.

2. Membership Composition:

- Maintain parity between school personnel (“Group A”) and parent/community/student representatives (“Group B”).
- Classroom teachers must form the majority of staff representatives.
- Elementary sites (K–6): include principal, teachers, other staff, and parents/community members. Parity may be satisfied with equal numbers when fewer than three teachers exist.
- Secondary sites (7–12): add student members elected by peers, ensuring equal representation between personnel and parents/community + students.

Purpose

The District recognizes the critical role of the School Site Council (SSC) in ensuring effective school planning, family engagement, and alignment of resources with student needs. This policy establishes the formation, responsibilities, and operating procedures for SSCs at each school site in accordance with California Education Code and federal Title I requirements.

- Unified sites: composition follows the grade segments across campuses.
- Employee-parents may only serve as parent reps at schools other than their own employment site.

3. Title I & Parent Engagement (Elementary & Secondary Title I Schools):

- SSC doubles as the Parent & Family Engagement Committee.
- Responsibilities include annually developing/reviewing:
 - o The Parent and Family Engagement Policy
 - o The School–Parent Compact
- Provide input on Title I expenditures tied to SPSA goals and retain documentation for compliance.

4. District Advisory Committee (DAC):

- When multiple Title I schools or supplemental state funding exists, establish a DAC.
- SSCs appoint representatives to the DAC to:
 - o Review and align SPSAs with the district LCAP
 - o Share feedback and report back to site councils.

Administrative Regulations

1. Formation & Elections

- By September 30: Principal (or designee) initiates nomination/election across groups.
- Notices sent to staff, parents, students, explaining SSC's purpose and process.
- Election methods (ballot, vote) are documented and results submitted to the superintendent.

2. SSC Governance & SPSA Timeline

- Adopt internal bylaws consistent with EC §65000 (e.g., council size, officers, quorum, voting).
- SPSA timeline:
 - o Begin draft by Oct 31
 - o Final recommendation for board approval by February
 - o Mid-year revisions allowed with SSC and board approval.

3. Meeting Procedures

- Schedule meetings at convenient times for stakeholders.
- Post agendas 72 hours in visible public spaces and online.
- Ensure minutes include required elements and are archived.

4. Title I Requirements

- Annually review/revise the engagement policy and compact.
- Ensure Title I spending aligns with parent input and SPSA goals.
- Keep documentation for compliance purposes.

5. DAC Representation

- Each site appoints at least one SSC member to the DAC to share site feedback district-wide.