



SCHOOL SITE COUNCIL

Member Training Guide

2026–2027 School Year



Recognition of Service

Thank you for serving on your School Site Council.

This is an important role for our school sites. In this role, you will help improve the education of our students and the quality of our educational programs.



Better programs



Student achievement



Shared decisions

You Will Learn...



Why SSC matters

Laws, roles, and duties



Membership & elections

Who serves and how



Balance (parity)

Required composition



Terms of office

Checking and correcting balance



Budget decisions

Asking the right questions



Meeting procedures

Public meetings and minutes

Laws Pertaining to School Site Council



ORIGINAL LAW

EC 52850–52863

School-Based Coordinated Program

ADDED LAWS

EC 52010–52039

SPSA, including Title I

EC 64000–64001

SPSA

EC 18181

SPSA / IIUSP / HPSG & library plans

EC 41507

Block grant / School Improvement Plan

EC 32280–32288

School safety plans

EC 63001

Direct services

EC 65000

School site councils

EC 35147

Public meeting requirements

Roles and Duties of SSC

SSC reviews, gives input on, and approves the School Plan for Student Achievement (SPSA).



01

Review & approve

Each year, based on a needs assessment and program evaluation



02

Examine data

At each meeting, to monitor the success of students



03

Consult

With ELAC, and consider input from staff, parents, and students



04

Recommend

Vote to recommend the SPSA to the Board of Trustees for approval

KNOWLEDGE CHECK 1 OF 5

Besides the SPSA, the SSC provides input on, helps develop, and approves three more documents. Can you name them?

1

?

2

?

3

?

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Family-School Compact



**Parent Involvement
Policy**



**Comprehensive School
Safety Plan**

Elections and Types of Members

All SSC members are **elected** by their **peers**.



Teachers vote for teachers



Other staff vote for other staff



Parents vote for parent/community members



Students vote for students

Vacancies are filled by election unless there are alternates from the original election.

TYPES OF MEMBERS



Parent / community members



Classroom teachers



Other staff

Everyone who is not a classroom teacher or the principal



Principal or designee

Not elected



Students

Middle and high school only

Balanced School Site Council (Parity)

A School Site Council must have an equal number of staff members and non-staff members.



Staff members

- Principal or principal designee
- Classroom teachers — must be the majority of staff members
- Other staff who are not classroom teachers



Non-staff members

- Parents and community members
- Students (secondary schools)



Employment rule: A person employed at the school cannot serve as a parent/community member there (they could serve as a staff member). A district employee who works elsewhere — another school, the district office, transportation, etc. — may serve as a parent/community member.

How Big Is the Council?

10 members

300 or more students

5 staff + 5 non-staff. More than 10 is allowed, as long as staff and non-staff remain equal and all other parity conditions are met.

6 members

Fewer than 300 students

A school may obtain a waiver for a smaller council. Parity still applies, and every member type must be represented (principal/designee, classroom teacher, other staff, parent/community member, and student at secondary).

Parity at the Elementary Level

Staff Members	Non-Staff Members
Principal	Parent/community member
Teacher	Parent/community member
Teacher	Parent/community member
Teacher	Parent/community member
Other Staff	Parent/community member



Parent representatives can be district staff members, but not at this school, if they serve as a parent/community member.

Parity at the Secondary Level

Staff Members	Non-Staff Members
Principal	Parent/community member
Teacher	Parent/community member or Student
Teacher	Parent/community member or Student
Teacher	Parent/community member or Student
Other Staff	Student



Parent representatives can be district staff members, but not at this school, if they serve as a parent/community member.



Secondary councils need at least one parent/community member and at least one student. Remaining non-staff seats can be either.

KNOWLEDGE CHECK 2 OF 5

An elementary school with 450 students has a 10-member council. What is the minimum number of classroom teachers?

A 2 teachers

B 3 teachers

C 4 teachers

D 5 teachers

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C 4 teachers

D 5 teachers



Five staff seats: the principal, at least 3 classroom teachers (teachers must be the majority of staff), and 1 other staff member.

SSC Bylaws

Each School Site Council should have adopted bylaws that outline:



How elections are operated



Membership categories beyond Ed Code



Duties of officers (chair, vice-chair, secretary, timekeeper, etc.)



Election of alternate members



Term of service on the council



Attendance expectations for members



Every year: bylaws are reviewed by the SSC annually and approved by council vote.

NEW THIS YEAR

Terms of Office & Keeping Our Council Balanced

How long members serve, how we check balance each year, and how we correct it.



Terms of Office

STAGGERED TERMS (EXAMPLE: TWO-YEAR TERMS)



Staggering keeps experienced members on the council every year.

Examples of a role change: a parent is hired at the school, a teacher transfers, a staff member leaves, or a student graduates or moves.



Term length is set in our bylaws

Confirm your site's adopted term and start/end dates.



Officers are elected by the council

Chair, vice-chair, secretary, and others, per bylaws.



The seat belongs to the category

If a member's role changes, their seat becomes vacant.

Checking Our Balance

Before the council takes action on anything, we review the roster together and discuss:



Equal numbers of staff and non-staff members



Classroom teachers are the majority of staff members



Principal or designee is seated



Every required category is represented (students at secondary)



Which terms end this year and which seats are open



No one holds a seat they no longer qualify for



Discuss: Is our council balanced today? If not, which category is short, and what does our bylaw say about filling it?

Our Council at a Glance

Category	Required	Seats filled	Terms ending	Open seats
Principal / designee	1			
Classroom teachers	Majority of staff			
Other staff	1+			
Parent / community members	1+ (all non-staff at elementary)			
Students (secondary)	1+			
Total staff = Total non-staff	Must be equal			

Fill this in together at the first meeting; record the results in the minutes.

Correcting Balance



STEP 1

Identify the gap

Roster review, resignation, or a member's role changes



STEP 2

Seat an alternate

If bylaws allow, from the original election, same category



STEP 3

Hold a peer election

Only the affected group votes for the open seat



STEP 4

Record it

Minutes and updated roster in the compliance binder



STEP 5

Confirm balance

Before voting on action items such as the SPSA



Remember: seats are filled by election, not appointment. Actions taken while the council is out of balance may need to be revisited.

KNOWLEDGE CHECK 3 OF 5

**Mid-year, a parent member is hired as an instructional aide at the school.
What happens to their seat?**

A

They keep the parent seat until their term ends

B

The seat becomes vacant and is filled by an alternate or peer election

C

The principal appoints a new parent

D

They automatically move to an “other staff” seat

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D

They automatically move to an “other staff” seat



A school employee can't hold a parent/community seat there. The seat is filled by an alternate or parent election; the new aide could run in a staff election for an other-staff seat.

The “Right” Budget Questions



Does the budget support student achievement priorities identified through review of student achievement data?



Are the proposed expenditures directly related to the student needs assessment in the SPSA?



Is this expenditure a research-based (or locally proven), highly powerful way to improve student achievement?



Are we using this year’s budget in a timely way to support students this year?



Are the actions we fund making an impact on the student data in our goals?



**Every dollar ties back
to student data and
the SPSA.**

The “Wrong” Budget Question



“Can we use this budget to pay for...?”

This question is a red flag.

INSTEAD, CONSIDER



Is it in the School Plan for Student Achievement (SPSA)?



Is there another budget that should pay for this?



Does it support a need identified through a review of the data?



Will this really increase student achievement?

KNOWLEDGE CHECK 4 OF 5

A member asks, “Can we use leftover funds to buy new staff lounge furniture?” What should the council ask first?

A

Is there enough money left?

B

Is it in the SPSA and tied to a student need in the data?

C

Can we get a vendor discount?

D

Has another school done this?

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A Is there enough money left?



Is it in the SPSA and tied to a student need in the data?

C Can we get a vendor discount?

D Has another school done this?



Start with the plan and the data: is the expense in the SPSA, tied to an identified student need, and not better paid from another budget?

Public Meetings



Post the agenda 72 hours before the meeting, where the public can see it



Hold the meeting in a place accessible to the public



List location, time, and date on the agenda (and virtual link)



State specific topics on the agenda



Vote only on items on the posted agenda



Vote only when a quorum is present at the time of the vote



Make materials available on request (bylaws, minutes, etc.)



Allow public input and include it as an agenda item

Minutes

“

If it is not written, it does not exist.



Public record

Minutes, agendas, sign-in sheets, handouts, meeting documents, and the SPSA are public record (EC 62500–62700).



Kept centrally

Store in the SSC Digital Compliance Binder on the shared drive.



Approved next meeting

SSC approves minutes at the following meeting as “accurate and true.”

Corrective Action



Public meeting rules not followed?

ED CODE 35147(B)(2)

Upon demand of any person, the council **shall reconsider the item at its next meeting, after allowing for public input** on the item.



Other items not compliant?

ELECTIONS AND THE SPSA

Elections: hold a new election with correct procedures.

SPSA: may not be Board approved until fall.

KNOWLEDGE CHECK 5 OF 5

How far in advance must the SSC post its meeting agenda?

A 24 hours

B 48 hours

C 72 hours

D One week

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A 24 hours

B 48 hours

 72 hours

D One week



72 hours, in a place accessible to the public. The council may vote only on posted items, and only when a quorum is present.



¡Lo hicimos! We did it!

You're ready to serve your school community.



Questions?



SITE CONTACT

Your principal or office manager

DISTRICT CONTACTS



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