



SCHOOL SITE COUNCIL

Requirements & Overview

FALL 2026



Welcome and Please Use QR Code to Sign In

What is a School Site Council?

Legal Mandate

Ed Code 52852

Requires the establishment of a School Site Council (SSC) for schools receiving state and/or federal funds.

Representation

Elected Members

A group of elected people representing:

- **Parents & Community**
- **Certificated & Classified Staff**
- **School Administration**



Elected Representatives

Election

Ballot

Reps are to be chosen by peers via ballot

Term

Bylaws

The term of office is set by the Bylaws of the SSC

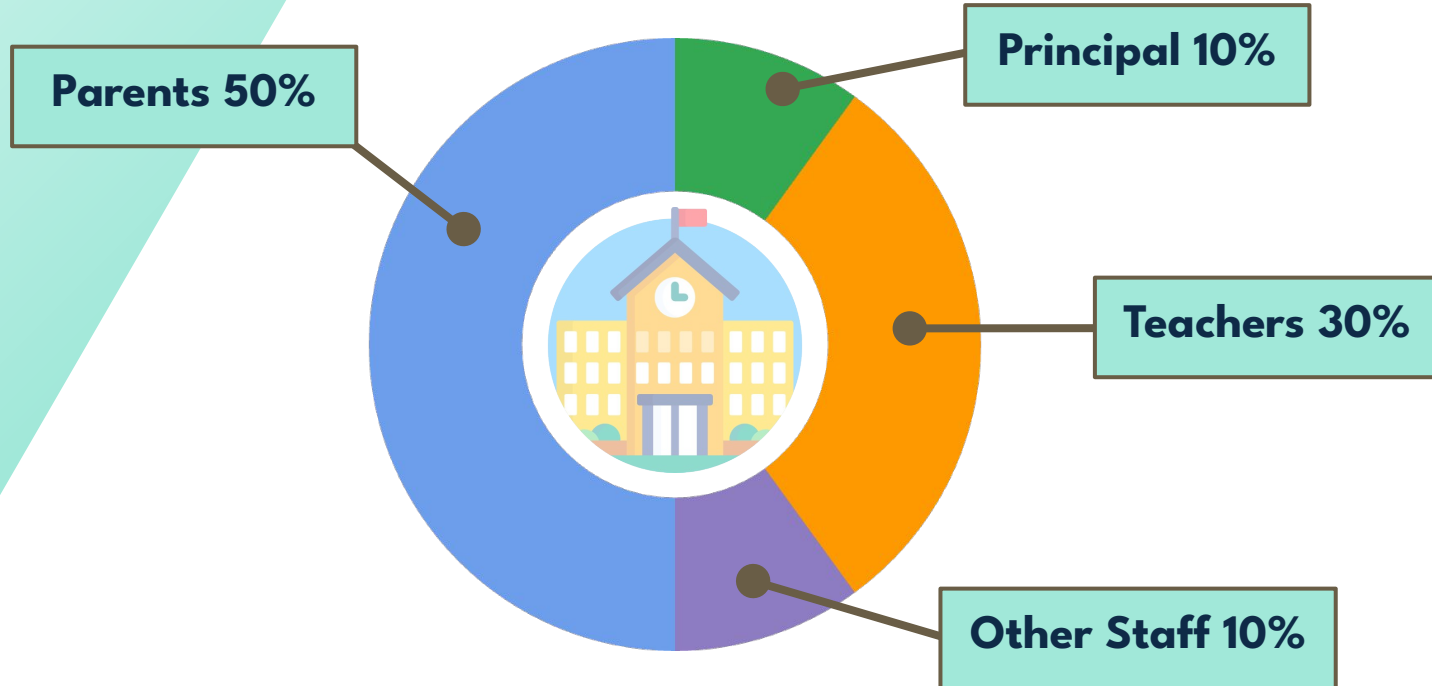
Criteria

Qualifications

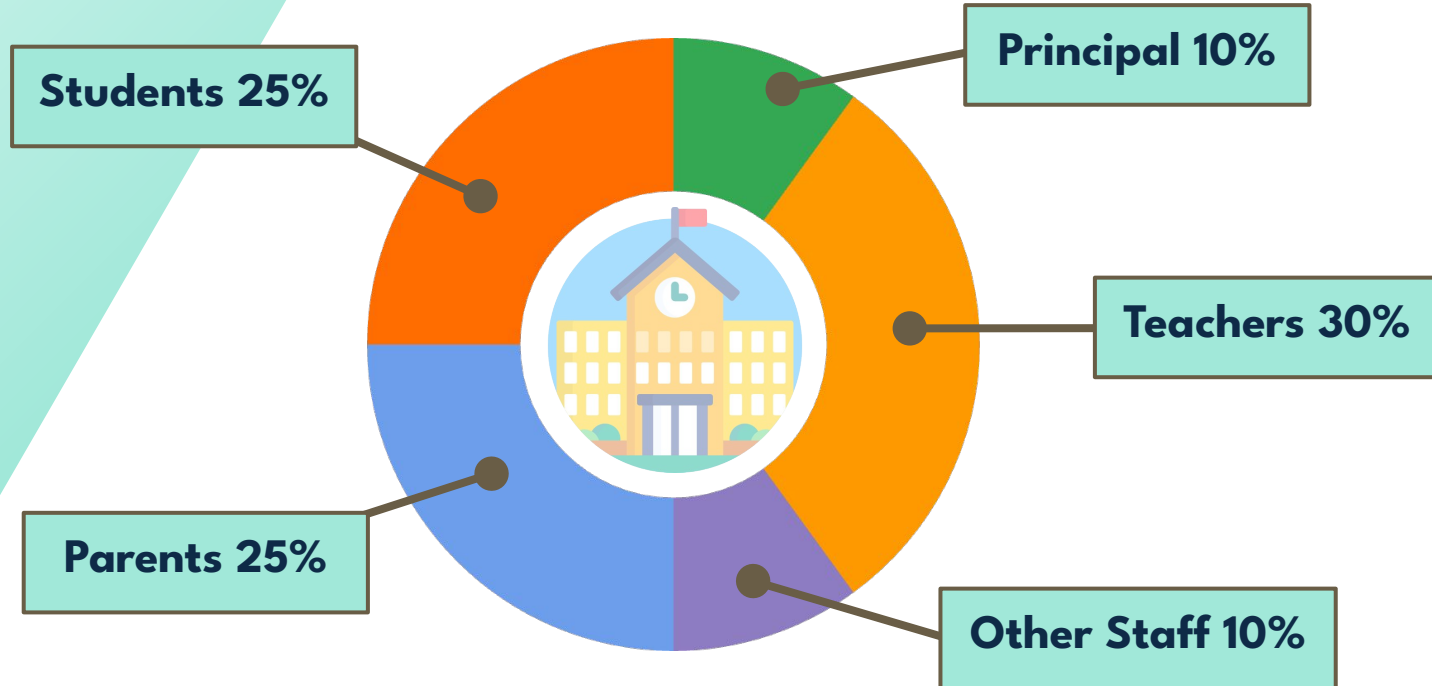
No membership qualifications are required by law



COMPOSITION OF AN **ELEMENTARY** SCHOOL SITE COUNCIL



COMPOSITION OF AN **SECONDARY** SCHOOL SITE COUNCIL



Roles in a SSC

Principal

- Member of the SSC and attends all meetings
- Provides info, data & leadership
- May not veto decisions or change docs approved by the SSC

Officers

SSC requires officers which are identified in the Bylaws, including:

- ▶ Chairperson
- ▶ Co-Chairperson
- ▶ Secretary



Responsibilities

RESPONSIBILITY 01

Annually facilitate the revision/update of the school goals, improvement strategies, and expenditures.

RESPONSIBILITY 02

Ensure the school goals and improvement strategies are measurable and based on analysis of verifiable state and local data.



Responsibilities

RESPONSIBILITY 03

Ensure the legal compliance of school goals, improvement strategies and expenditures and that they support the LCAP and LEA's goals/plan.

RESPONSIBILITY 04

Measure the effectiveness of the improvement strategies and expenditures.

Maintain documentation of all SSC actions and activities for three years.



District Responsibilities

**The
District
Office
Provides:**

Assessment data

Information on standards & curriculum

Staffing, purchasing & accounting services

School Climate data

Principal disseminates info

Principal point of contact w/LEA



Rules of Order

The SSC must observe the following per Ed Code 35147:

- 01 Meetings must be open to the public.**
- 02 The public may address the council**
- 03 Meeting notice/agenda posted 72 hours in advance, specifying date, time & place**



Rules of Order

The SSC must observe the following per Ed Code 35147:

- 04 Action is limited & based on posted agenda
- 05 Questions or information need not be posted on the agenda
- 06 Minutes must be posted publicly
- 07 Violations require the item to be reconsidered at the next meeting after public input



Bylaws

SSC

Means of selecting members & officers and notice of elections for each peer group

Bylaws

Terms of office for members & officers

Should

Responsibilities of the council

Specify:

A policy of non-discrimination

Each school has own Bylaws

SSC reviews each year

[Sample Bylaws](#): Bollinger Canyon Elementary School



Records



Elections

**Agendas &
Meeting
Minutes**

**Evidence of
Advisory Group
Input**

**Prior School
Plans**

**The SSC needs to maintain all of these records
for at least three years**



Committees

SSC Committees

The SSC may appoint committees to:

- **Gather and analyze data and information**
- **Propose strategies for improving learning**
- **Update Bylaws**

Advisory Committees

School Advisory Committees may:

- **Advise the SSC on needs of student groups**
- **Review and update site goals and Comprehensive School Safety Plan (CSSP)**



Budget Structure



PAST
PRACTICE



CURRENT
PRACTICE



Title 1 Schools

**Title
One
School
Requirements:**

Funds go to supporting identified subgroups

Annual Parent Meeting

Parent/Student/Staff Compacts

Title 1 Funds included in Site Plan

Principal will share if Title 1

Title 1 status is year-by-year



School Safety Plans

Compliance & Guidelines

Legal Requirements for Comprehensive School Safety

Access California Department of Education guidelines and local compliance requirements for the Comprehensive School Safety Plan (CSSP).

2027-28 Directions & Tracker

CSSP Sections	Background	School Goals	SEVIS Survey	Non-discriminatory on Harassment/Anti-Bullying	Child Abuse Reporting Procedures	Suspension and/or Expulsion	Procedures to Notify Teachers of Students with Disabilities	Sexual Harassment Policy	Dress Code	Rules and Procedures - Discipline	School Safety, Climate, and Character expectations	Optical Prevention and Life-Saving Response Procedures (more information)	Adaptations for Students with Disabilities in the Disaster Response Procedures section (more information)	Response Procedures for Dangerous, Violent, or Unlawful Activity (more information)	Instructional Continuity Plan (more information)	Incident Command	3.13 School ICS Team Leads Chart (see 3.13 School Emergency Contacts Chart)
Direction & Department(s) / Personnel Responsible for Completing Each Section	District updates	Site updates	Site / District updates	District updates	District updates	District updates	Site / District updates	District updates	Site / District updates	Site / District updates	Site / District updates	District updates	District updates	District updates	District updates	Site / District updates	Site updates
School																	
Alamo																	
Bella Vista																	
Bollinger Canyon																	
California																	
Charlotte Wood																	
Country Club																	
Coyote Creek																	
Creekside																	
Del Arroyo																	
Diablo Vista																	
Dougherty Valley																	
Gale Ranch																	
Golden View																	



Compliance & Guidelines

Legal Requirements for SARC

Access resources to ensure full compliance with the California Department of Education standards for the School Accountability Report Card.



CDE Guidelines
Official state standards and policies.



Parent Guides
Resources to help families interpret reports.



Compliance Templates
Local templates for simplified reporting.



Prop 28 Funds



Be sure to get your Prop 28 funding approved by your Site Council

26-27 Site SSC Agendas & Minutes



[Click Here to Access Drive Folder](#)

**View, upload, and collaborate on
school site council agendas, notes,
and approved meeting minutes.**





Questions?

Thank you!

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