



# CUSD Training Your School Site Council Fact Sheet

## **School Site Council (SSC) Composition**

- Elementary model - 10 members minimum
- Secondary model - 12 members minimum
- Parity: equal numbers of school staff (teacher majority) and parent/student/community members

## **Election Process**

- Each member group is elected by its peers
- Election procedures to fill vacancies are designated in each school's SSC bylaws
- CUSD requires SSC's to choose one of two election processes (polling or ballots)
- Community members eligible to serve on SSC must reside or work full time in the school attendance area

## **SSC Agendas**

- Chairperson and Principal develop the agenda
- Written agenda must be posted 72 hours in advance at the school site in a place accessible to the public
- Agenda states date, time, location, and each specific item of business to be acted upon
- Agenda items can be added or deleted only if the SSC members voted unanimously to take action

## **Roles and Responsibilities**

- Develop a calendar of meetings for the SSC
- Review the SSC bylaws annually
- Recommend and review the Single Plan for Student Achievement (SPSA)
- Review and monitor student achievement data
- Receive input from parent groups (EL, GATE, Title I, etc.)
- Recommend the school safety plan

## **At-a-Glance**

### **SSC Composition**

- Principal
- Teachers
- Other School Staff
- Parents/Community Members
- Students (Grades 7-12)

### **Election Process**

- Member groups elect their representatives
- Vacancies filled as per bylaws

### **Agendas**

- Written notice posted 72 hours in advance includes date, time, location, specific agenda items
- No items acted on unless they are posted on the agenda

### **Roles and Responsibilities**

- Develop a calendar
- Review bylaws annually
- Recommend and provide input into SPSA
- Review student achievement data
- Receive input into programs
- Recommend School Safety Plan

## **FOR MORE INFORMATION:**

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www.cusd.com or your child's school