

## 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 per BP 0420 (polling or ballots)
- *Community* members eligible to serve on SSC must reside or work full time in the school attendance area (BP 0420)

### 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

#### **FOR MORE INFORMATION:**

Clovis Unified School District  
Department of Special Projects  
1450 Herndon Avenue  
(559) 327.9080  
[www.cusd.com](http://www.cusd.com) or your child's school

### 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

