Composition of a School Site Council
Composition of a Secondary School Site Council (SCC)\(^1\)

<table>
<thead>
<tr>
<th>Composition</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal</td>
<td>10%</td>
</tr>
<tr>
<td>Teachers</td>
<td>50%</td>
</tr>
<tr>
<td>Students</td>
<td>20%</td>
</tr>
<tr>
<td>Other Staff</td>
<td>10%</td>
</tr>
<tr>
<td>Parents or Community Members</td>
<td>5%</td>
</tr>
</tbody>
</table>

EC Composition of the SSC is specified in the California EC Section 52852 as follows:

The SSC shall be composed of the principal and representatives of: teachers selected by teachers at the school; other school personnel selected by other school personnel at the school;\(^1\) parents of students attending the school selected by such parents; and in secondary schools, students selected by students attending the school.

At the secondary level, the SSC shall be constituted to ensure parity between (a) the principal, classroom teachers, and other school personnel, and (b) equal numbers of parents or other community members selected by parents, and students.

Los Angeles County Office of Education School Site Council consists of the following members:

- One principal
- Four teachers
- One other school personnel
- Three students
- Three parents or community members elected by parents

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\(^1\) For example, counselors, psychologists, social workers, nurses, instructional aides, library personnel, and clerks employed at the school
Selection

The means of selecting SSC members is not specified in law, except that members must be chosen by peers. No additional membership qualifications may be required. Beyond the composition requirements stated above, no seat on the SSC may be reserved for any group or individual. Membership in most school site councils is determined by ballot, but could be decided in an open meeting by voice vote.

To ensure broad support for the selection process, and to avoid controversy over the selection of SSC members, board policy, or the SSC bylaws may specify:

- Means of selecting members and officers
- Terms of office for members and officers
- Notice of elections for each peer group
- Responsibilities of the SSC and time commitment involved
- Policy of nondiscrimination, as may occur by limiting membership to a select group

Many schools elect members for a two-year term, with elections for half the members held in even years and half in odd years. This practice ensures that the SSC will not be composed entirely of new members each year. Some schools assure additional continuity by electing non-voting alternate members, who are seated as voting members by the SSC in the event of a midterm vacancy on the school site council.

Officers

In order to conduct business effectively, the SSC needs to include officers with stated responsibilities and authority, including:

- Chairperson to organize, convene, and lead meetings of the SSC
- Vice chairperson to serve in the absence of the chairperson
- Secretary to record actions taken at SSC meetings and keep SSC records
- Parliamentarian to resolve questions of procedure, often with the help of *Robert’s Rules of Order* or similar guide
- Other officers as necessary to perform stated duties in support of the work of the SCC
The chairperson shall:

- Preside at all meetings of the SSC
- Sign all letters, reports, and other communications of the SSC
- Perform all duties incident to the office of the chairperson
- Have other such duties as are prescribed by the SSC

The vice-chairperson shall:

- Represent the chairperson in assigned duties
- Substitute for the chairperson in his or her absence

The secretary shall:

- Keep minutes of all regular and special meetings of the SSC
- Transmit true and correct copies of the minutes of such meetings to members of the SSC and to the Title I Coordinator.
- Provide all notices in accordance with these bylaws
- Be custodian of the records of the SSC
- Keep a register of the names, addresses and telephone numbers of each member of the SSC, the chairpersons of school advisory committees, and others with whom the SSC has regular dealings, as furnished by those persons
- Perform other such duties as are assigned by the chairperson or the SSC

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California Department of Education Resource Index Part III
Guide to the Single Plan of Student Achievement, February 2014
http://www.cde.ca.gov/nclb/sr/le/singleplan.asp