

WCCUSD SSC Procedures 2018-19

The WHY: The SSC is a legal mandate that allows us to reach compliance with Federal and State requirements. Shared governance, guided by student data, increases community trust and support.

KEY ACTIONS

- Hold elections every year by end of **September**
- Update the [Parent Leadership Google Sheet](#) by end of **September-October**
- Promote SSC Regional Trainings for new members
- Follow SSC Timeline (**currently being updated**)
- Always use the district approved [Minutes Template](#)
- Remember to explicitly indicate in the minutes when budgets and SPSA are approved by the council
- Send all documentation on a monthly basis to records@wccusd.net

Contact Information

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SSC Quick Facts/Tips

Elementary Composition (10 members)

- 5 parents or Community Members
- 3 Teachers
- 1 Other (this includes any staff who works at the school, gets paid by the district and is not a classroom teacher this year).
- 1 Principal

MS schools can choose to have this composition

Secondary Composition (12 members)

- 3 Parents
- 3 Students
- 4 Teachers
- 1 Other
- 1 Principal

Elections: Follow all steps in the WCCUSD [Approved Election process](#). This is a paper process.

Quorum: Six members must be present for Elementary sites, Seven for Secondary sites.

Records: Keep a binder with hard copies of your meeting documentation.

Bylaws: Update your bylaws this year using the [latest template](#) (if you did this last year you are fine).

New Principal Training: If new to SSC please attend Principals only SSC Training 9/5/18 from 10-12 pm at Admin Building.

Public Notice: Remember, always post agenda 72 hours before a meeting.

Virtual Attendance:

1. One member per meeting can join via electronic means (i.e., phone, skype or other similar technology).
2. The member in attendance via electronic means must have the ability to communicate with the SSC members during the discussion and voting section of an agenda.
3. An SSC member may attend an SSC meeting via electronic means **only once** during the academic year.