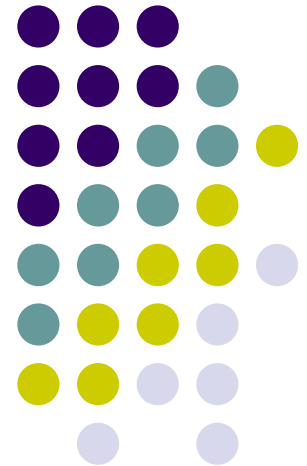


School Site Council Guidelines

Roles and Responsibilities 2012-2013

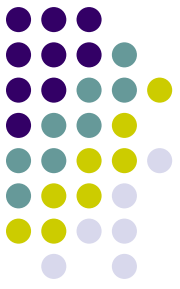
Adapted from: Administrator's Guide to School Site
Councils Prepared by California Institute for School
Improvement.



This Workshop Will Address

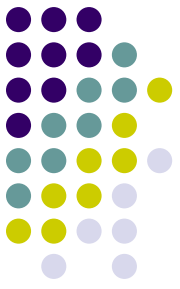


- Purpose of the Council
- Composition of the Council
- Selection/Election of Members
- Bylaws
- Meeting Agendas
- Working Together
- Roles/Responsibilities



Purpose

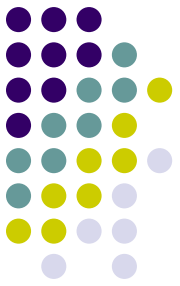
- Provide training opportunities for parents and community members
- Provide an opportunity for parents, guardians, and community members to help guide the instructional program and all related categorical resources.



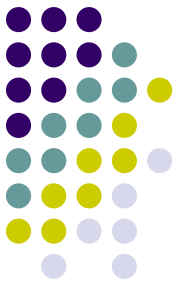
SSC Responsibilities

- Analyzing and evaluating academic achievement of all students.
- Analyze and make recommendations regarding the Single Plan for Student Achievement.
- Develop and approve the school plan and budget.
- Monitor implementation of school plan

SSC Responsibilities



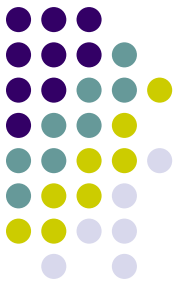
- Conducting annual evaluations
- Carrying out all duties assigned by the SSC, governing board of education and by state and federal laws.
- Revising the plan as needed
- Participating in reviews of the school's program for compliance and quality.
- Revising the Title I Parent Involvement Policy
- Revising the Parent/Student/Teacher Compact



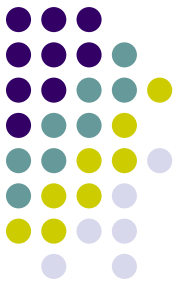
Effective SSC

- Focus on improving student achievement
- Collaborate
- Share leadership roles
- Come prepared
- Recognize and respect different opinions and views
- Communicate with all segments of the school community

Composition of the Council



- Parents or community members and students equally share $\frac{1}{2}$ of the Council.
- Classroom teachers must be in the majority of the staff side.
- Other School Personnel includes: other administrative positions, other non-classroom teacher positions, and all site classified personnel.
- Smallest Council is composed of 10 members for elementary and middle school communities.
- Smallest Council is composed of 12 members for high school communities.

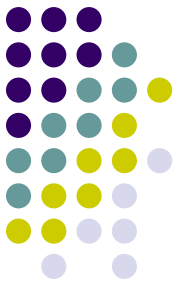


Elementary Composition

- Principal 1
- Classroom Teachers 3
- Other 1

- Parent or Community Member 5

- This is a sample of the smallest council composition.
- Middle schools are allowed to use either SSC composition.



Secondary Composition

- Principal 1
- Classroom Teachers 4
- Other 1

- Parent or Community Member 3
- Students 3

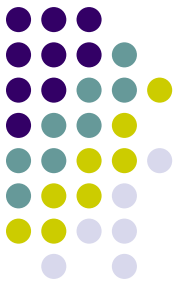
- This is a sample of the smallest Council composition.

Definitions



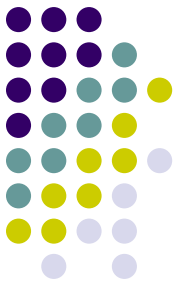
- The Council shall be composed of the principal and representatives of:
 - Teachers selected by teachers at the school
 - Other school personnel selected by other school personnel of the school
 - Parents of pupils attending the school selected by such parents
 - Students selected by pupils attending the school

The Principal



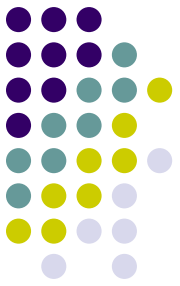
- The principal is an active member of the School Site Council.
- SSC attendance and responsibilities cannot be assigned to a vice-principal or other designee.
- The principal may not veto a decision of the SSC, make plan or budget changes without SSC approval.

Selection/Election of Members



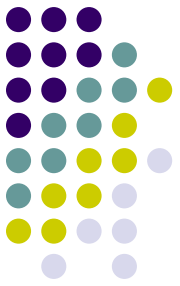
- Procedures for the selection/election of members must be written into the SSC's bylaws.
- Any changes to the process must go through an amendment of existing bylaws.

Selection/Election



- Teachers Option 1
 - Notify teachers of the nomination process
 - Place names on a ballot
 - Provide an opportunity for “write-in” candidates
 - Establish a process for voting
 - Utilize teachers or an election committee to count ballots
 - Maintain ballots for 3 years

Selection/Election



- Teachers Option 2

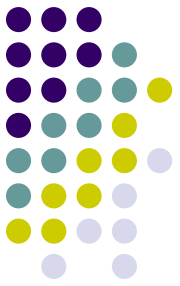
- Include selection of SSC representative on the staff meeting agenda

- Maintain minutes and sign-in sheet of the staff meeting

- _Take nominations

- _ Conduct a voice/hand vote

Selection/Election



- Other school personnel
 - Classified personnel, administrative, certificated support staff not assigned to a classroom.
 - Establish a list of eligible “others”
 - Develop a ballot and include a spot for “write-in” candidates
 - Include members of the group to help count ballots
 - Maintain ballots for 3 years

Selection/Election



- Parents
 - Parent includes guardian
 - A parent can be an employee of the District, but cannot be employed at the school in any capacity
 - A community member may serve in the “parent” position as long as the person has been selected by parents of children in the school
 - Notify parents of the nomination process
 - Establish a ballot
 - Send ballots home.
 - Form an election committee to count ballots.
 - Maintain ballots for 3 years.

Selection/Election



- Students Option 1

- Students can run for the office of SSC
- Use the same process as for other elected student body officers

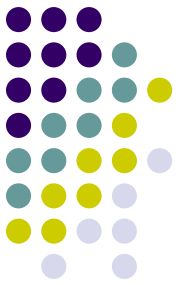
- Students Option 2

_the school's student body bylaws can be modified to change the current job responsibilities of elected student body officers to include SSC responsibilities.

Bylaws



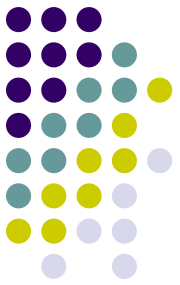
- Bylaws should be reviewed annually.
- Changes to existing bylaws must be approved by the SSC.
- Newly adopted bylaws will become effective the date approved by the SSC.



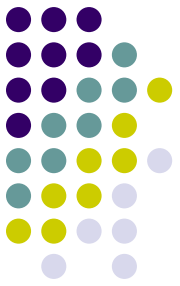
Agenda Requirements

- Agendas must be posted in a public place 72 hours prior to the meeting.
- Agenda must include the date, time, location, and each item of business.
- Provides time on the agenda for public comment

SSC Meeting

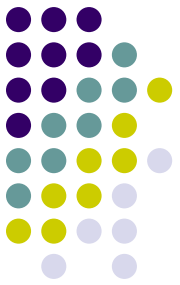


- Provide a sign-in sheet for attendees
- Provide copies of the agenda and all materials to SSC members and the public
- Notify alternates for members that they may not vote and do not count toward a quorum
- Follow the contents of the posted agenda.
- Use an agreed upon procedure (i.e. Roberts' Rules of Order)
- Provide opportunities for all members to discuss items on the agenda
- Maintain minutes of the meeting for 3 years.



Role of the Principal

- Votes
- May not veto a council vote
- Provides training to SSC members
- Provides leadership regarding state and federal regulations
- Provides/coordinates budget and plan updates
- Provides student achievement information
- Assumes responsibility for the implementation of the approved plan



Closing Coments

- Questions?
- Remember.....
 - “Alone we can do so little; together we can do so much.” Helen Keller