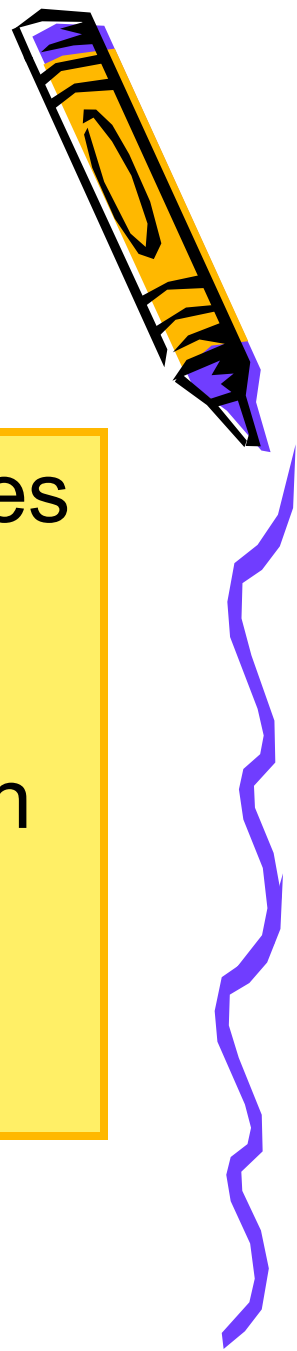


The Facts About Schoolsite Councils

The Roles and Responsibilities
of a Schoolsite Council

Basic Principle for Legislating SchoolSite Councils

The California Legislature believes that the individuals who are most affected by the operation of the school should have a major role in the decisions regarding how a school functions.

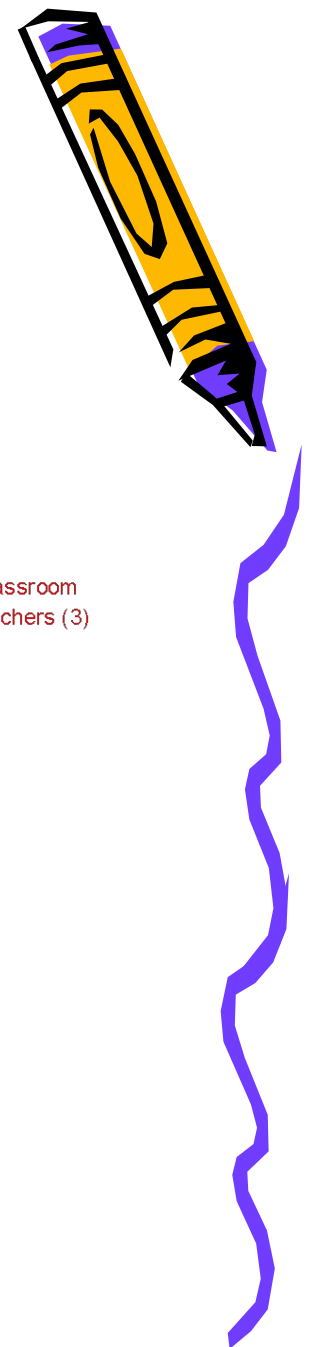


Legislative Intent

Education should be a joint effort of parents, teachers, administrators, and other school staff - those whose common goal is the success of all students, as well as having the most direct and on-going contact with those students.

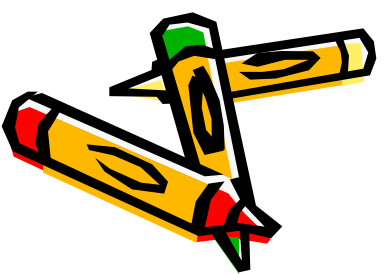
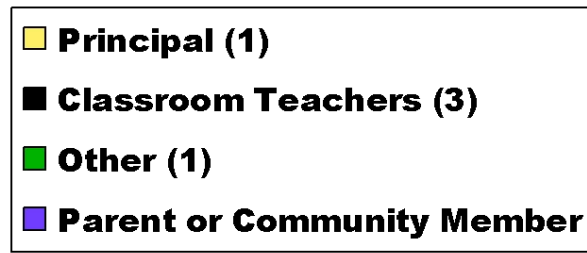
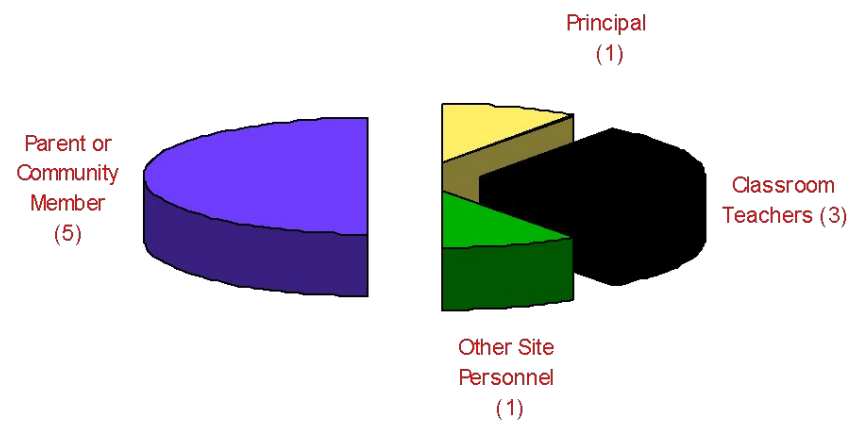


Elementary Composition



- Parent or community membership is equal to school staff membership.
- 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.

Elementary SSC



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 at the school;
 - parents of pupils attending the school **selected** by such parents; and
 - in secondary schools, pupils **selected** by pupils attending the school.”
- Community members may serve on the SSC if they are **selected** by parents.



The Principal

- The law is very clear that the **principal is an active member** of the schoolsite council. He/she has no administrative authority over the council.
- SSC attendance and responsibilities **CANNOT** be assigned to a vice principal or other designee.
- In addition, the principal may not veto a decision of the council or make plan or budget changes without SSC approval.



Selection/Election of Teachers

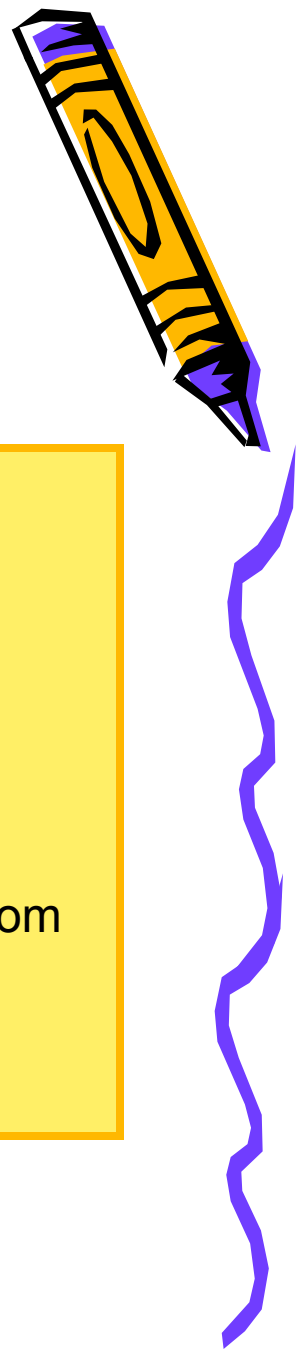
Teacher Means Classroom Teacher!



Definition of “Other School Personnel”

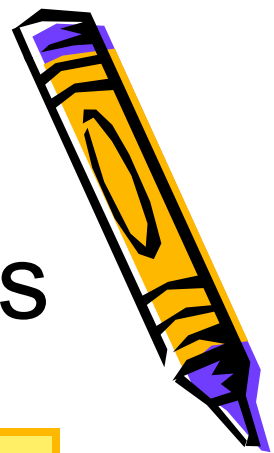
- **INCLUDES:**

- Classified personnel (e.g., clerical, instructional, custodial and food services staff).
- Administrative personnel (e.g., vice principals, certificated administrative assistants).
- Certificated support staff-not assigned as a classroom teacher of record (e.g., counselors, resource teachers).



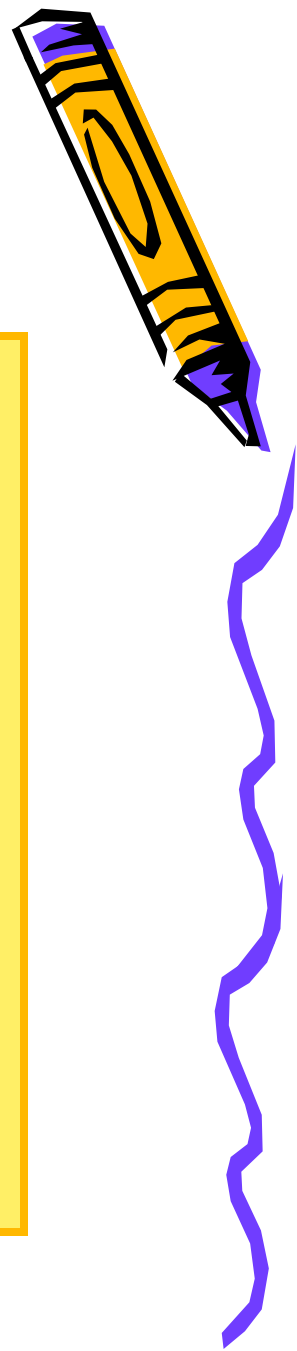
Selection/Election of Parents

- The term “parent” includes a guardian.
- A “parent” **CAN** be an employee in the district, but **CANNOT** be employed at the school in any capacity (e.g., noon-duty, recreational assistant, substitute).
- A community member may serve in the “parent” position as long as the person has been selected by parents of children in the school.
- Goal: It is the hope of the legislature that the schoolsite council reflect the school community, including all socioeconomic, ethnic and program groups.



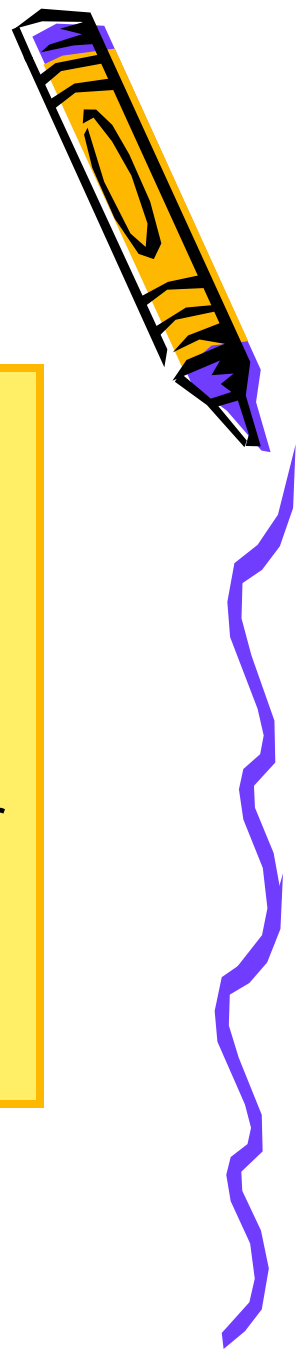
Selecting/Electing Parents (cont'd)

- Notify parents of the nomination process (e.g., bulletin, handbook, PTA bulletin). Translate if necessary.
- Take nominations. Allow for self-nomination or the nomination of a peer.
- Establish a ballot.



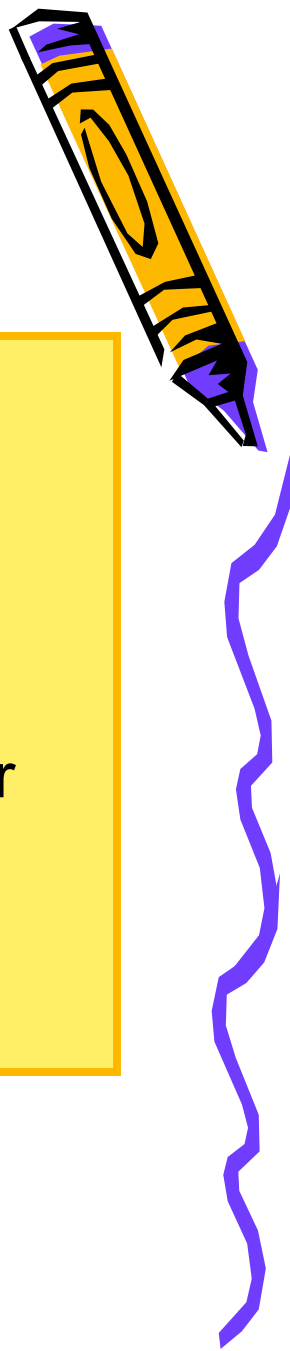
Vacancies in SSC Positions

- Vacancies can be filled by:
 - An election by the appropriate representative group;
 - An appointment by the remaining members of the peer group (only peer group members appoint); or
 - The seating of a previously elected alternate to fill the remainder of the term.



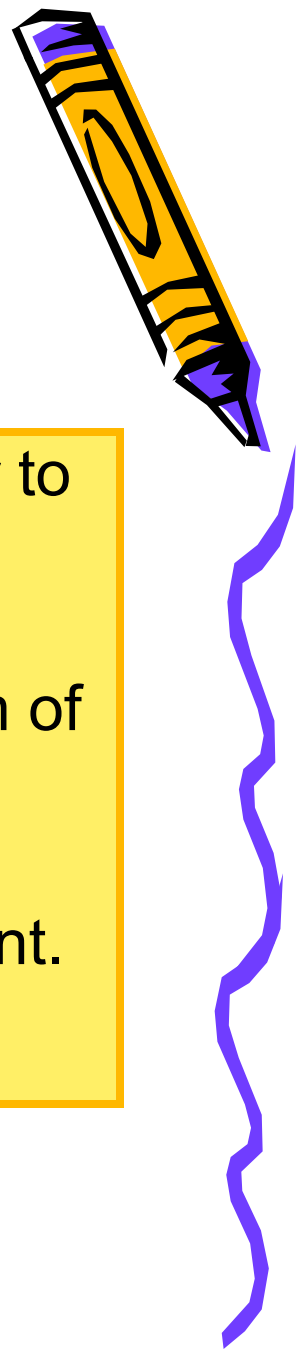
Bylaws

- Are not required by law.
- Can serve as a guide for the council's actions.
- **Best Bet:** Establish a Bylaws Committee to annually review and bring recommendations for changes to the council.



Agenda Requirements

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



Conducting the 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.



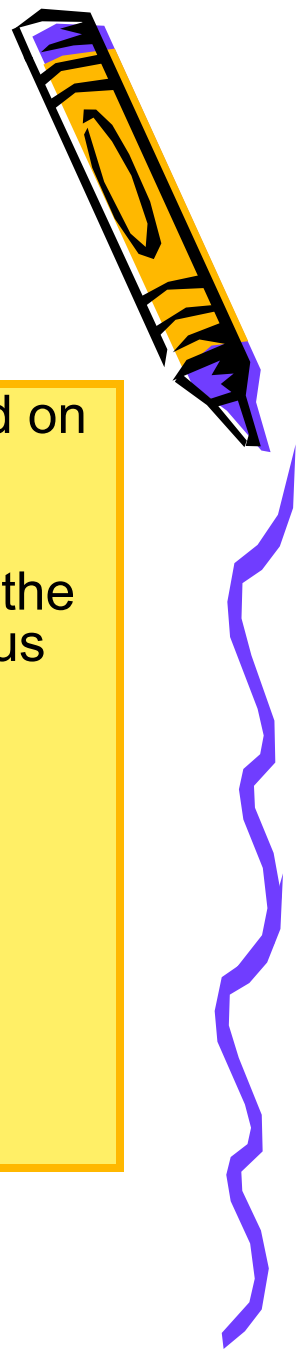
Conducting the Meeting

- Use an agreed upon procedure (e.g., *Roberts' Rules of Order- 10th Edition*) for conducting business.
- Provide opportunities for all members to discuss items on the agenda.
- Maintain minutes of the meeting.
- Maintain minutes of the meeting for 3 years.



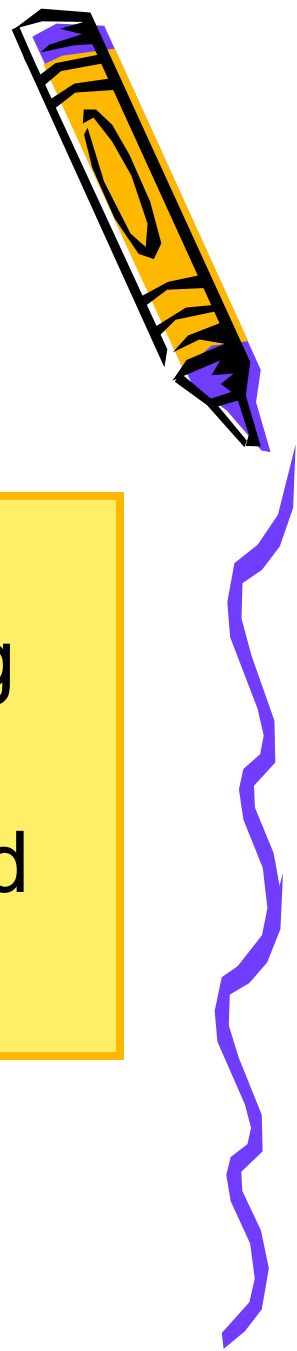
Conducting the Meeting (Greene Act)

- The council cannot act on any item that was not included on the posted agenda.
- Exception: if an action is needed and was not known at the time the agenda was posted, the SSC may, by unanimous vote, add the item on the agenda for action.
- Questions and brief statements for clarification may be made as long as there is no impact on students or staff.
- If these procedures are violated, upon demand of any person, the council must reconsider the item at its next meeting, after allowing for public comment on the item.



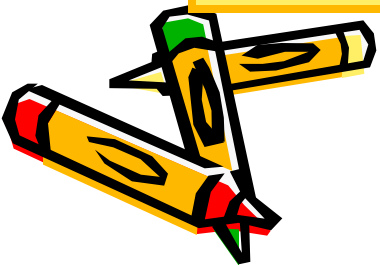
Overall Responsibility of the SSC

Serves as the school community representative body for determining the focus of the school's academic instructional program and all related categorical resources.



SSC Responsibilities

- Analyzing and evaluating the academic achievement of all students in the school;
- Obtaining recommendations from schoolsite advisory, standing, and special committees regarding the focus of the school's *Single Plan for Student Achievement*;
- Developing and approving the school plan and all proposed expenditures in accordance with all state and federal laws and regulations;
- Recommending the school plan including related budget expenditures to the local governing board;



SSC Responsibilities

- Providing ongoing monitoring of the implementation of the plan and budgets/expenditures;
- Revising the school plan, including expenditures, timelines, and evaluation criteria, as needed;
- Participating in all local, state, and federal reviews of the school's program for compliance and quality;



SSC Responsibilities

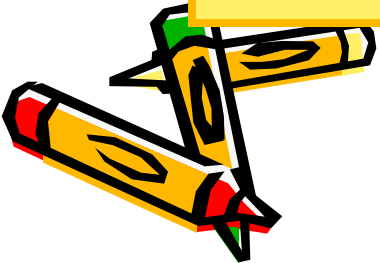
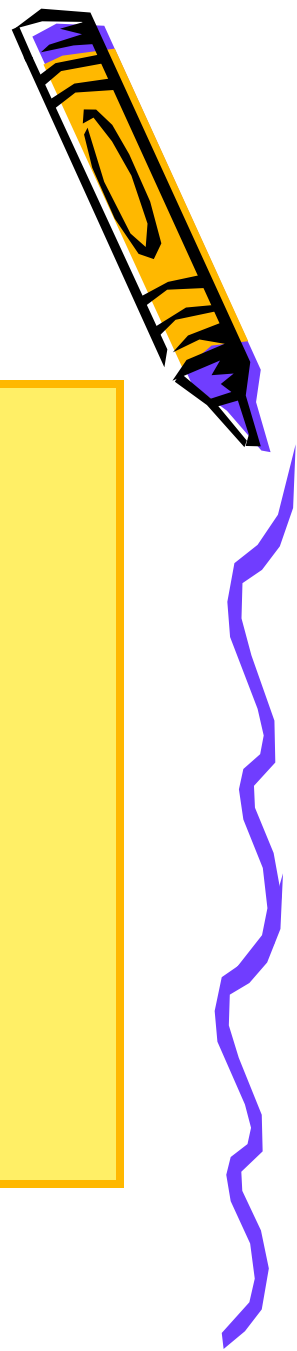


- Conducting an annual evaluation of the effectiveness of the school's progress toward meeting school goals to raise student achievement for all students;
- Encouraging broad representation of parents, community members, teachers and students, if appropriate, including all socioeconomic, ethnic, and programmatic groups represented in the school in leadership roles and in the activities of the schoolsite council; and
- Carrying out all other duties assigned to the council by the district governing board and by state or federal law.



Effective Schoolsite Councils...

- Focus on improving student achievement for all students;
- Maintain a high degree of collaboration;
- Provide opportunities for shared leadership;
- Demonstrate good problem solving skills;
- Allow for all members and the public to freely express their opinions and points of view;
- Recognize and respect the individuality and creativity each member brings to the team;

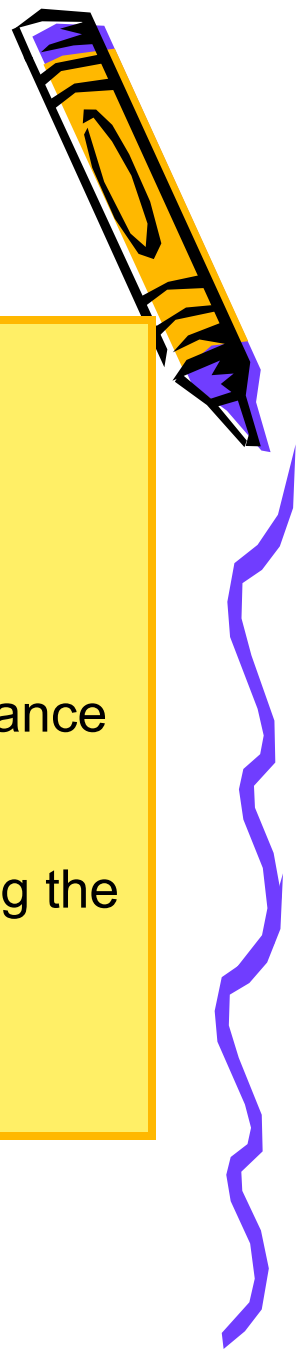


Effective Schoolsite Councils...

- Come prepared with their materials and good ideas;
- Communicate with the larger school community about their progress;
- Encourage the use of good listening skills;
- Seek out information from broader school community; and
- Utilize a procedural guide (e.g., *Roberts' Rules of Order*) to assure that meetings are properly managed.



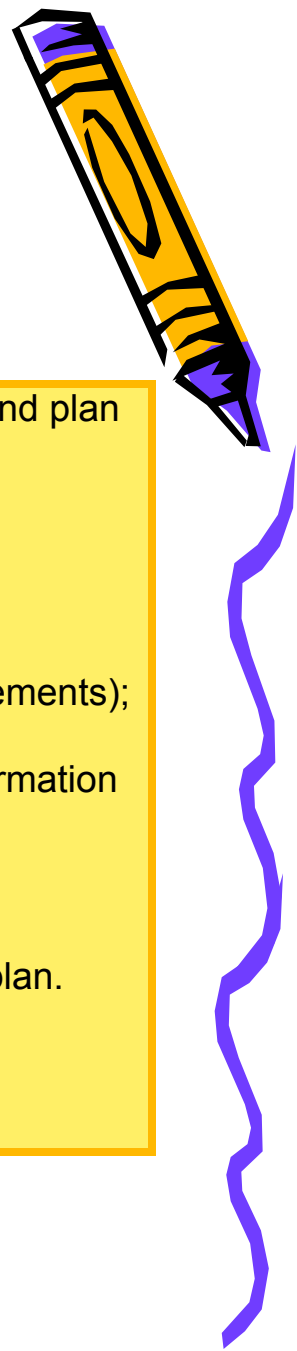
Resolving Disagreements



- Try to resolve a disagreement at the site level.
- The SSC or any member may request clarification on a policy/procedure from district office staff.
- The council or any member may request (in writing) assistance from the local board of education.
- Any individual who believes that the program is not meeting the intent of the law may file a formal complaint form using the district's Uniform Complaint Procedure.

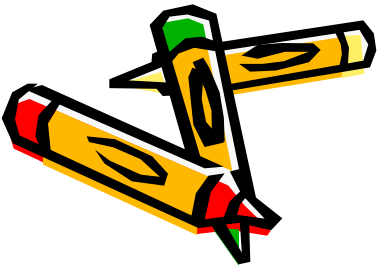


The Principal's Responsibilities

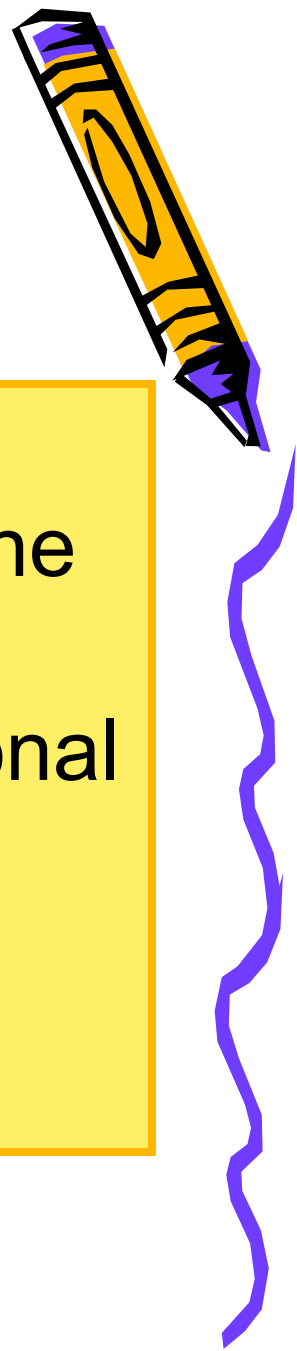


- Is a voting member of the council;
- May not veto a council decision;
- May not change the approved plan;
- Provides training to SSC members on their roles and responsibilities;
- Provides leadership to the council on federal and state regulations;
- Assists the chairperson in establishing agendas for the meetings;

- Provides or coordinates budget and plan updates to the council;
- Provides student achievement information to the council;
- Provides council with planning information (e.g., program requirements);
- Provides council with budget information (e.g., personnel costs, allowable expenditures); and
- Assumes responsibility for the implementation of the approved plan.



In Closing....



- “ “Teamwork is the ability to work together toward a common vision. The ability to direct individual accomplishments toward organizational objectives. It is the fuel that allows common people to attain uncommon results.” *Andrew Carnegie*

