

SCHOOL SITE COUNCILS AND PROGRAM ADVISORY COMMITTEES**A. Purpose and Scope**

To provide procedures for the composition, functioning and responsibilities of School Site Councils and Parent Advisory Committees as required by various state and federal program regulations.

B. General

1. It is the responsibility of the school site council to develop a school improvement plan to guide the improvement activities. The school plan shall coordinate the use of categorical funds received by each school and shall address the needs of the school's special student populations and shall provide for ongoing evaluation of the school's educational program. The plan shall describe proposed expenditures of the funds that are being consolidated. At schools in which there are separate Parent Advisory Committees, the school plan must include their recommendations.
2. The school site council shall annually review the plan, establish the plan budget and update the plan to reflect changing improvement needs and priorities. The Assistant Superintendent for Educational Services shall submit the plan to the Governing Board prior to the beginning of the school year. Upon Governing Board approval of the plan, the site council shall assume responsibility for the ongoing review of its implementation and periodic evaluation of the program's effectiveness. If a plan is not approved by the governing board, specific reasons for that action shall be communicated to the school site council.
3. The Governing Board shall approve all contracts entered into as part of the school plan.
4. The School Plan shall include an annual evaluation of the effectiveness of the consolidated programs in assisting all students to achieve district standards. The evaluation should include but not be limited to:
 - a. Recommendations of Coordinated Compliance Review.
 - b. The effectiveness of specific program goals and objectives contained in the school plan.

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- c. Evidence that identified students are making satisfactory progress toward achieving district academic performance standards in targeted areas. Such evidence shall consist of those assessments used to report student achievement on the Consolidated Application and other assessments as considered appropriate by the site.
- d. Evidence that the school plan has involved and encouraged parental participation.
- e. Evidence of improved student self-esteem.
- f. Any additional criteria for evaluating state and district programs consistent with district guidelines.

C. Forms Used and Additional References

The Assistant Superintendent for Educational Services shall provide schools with a common format for their school plan.

D. Procedure

- 1. When required for state funding, school site councils shall be comprised of the following:
 - a. The principal
 - b. Teachers selected by the school's teachers
 - c. Other school personnel chosen by the school's other personnel
 - d. Parents/guardians of students attending the school, chosen by other such parents, guardians, or community members chosen as representatives by such parents/guardians.
 - e. In secondary schools, students attending the school, as chosen by other such students.

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Half of the members of site councils shall consist of school staff (the principal, certificated staff, and classified staff), the majority of them classroom teachers. The remaining half of elementary school site councils shall be parents/guardians or parent/guardian representatives. The remaining half of the secondary school site councils shall be students and parent/guardians (or parent/guardian representatives) in equal number.

A school employee may serve as a parent/guardian representative on the site council of the school his/her child attends, provided the employee is not assigned to that school. If in accordance with the law and if agreed to be designated members of the school, the school site council may function on behalf of a Parent Advisory Committee.

2. Each school site councils and program advisory committee is required to have a written set of by-laws and a copy shall be submitted annually to the Office of Special Projects.
3. The Board encourages the active participation of parents and staff through the school site council and Program Advisory Committees. The mode of operation and plan it develops must encourage close cooperation and mutual support among all professional and lay groups with legitimate district educational concerns. The school site council and Program Advisory Committees are responsible for encouraging broad participation by both school staff and members of the community in its activities and in soliciting a wide range of opinions and ideas from both staff and community members.
4. Meetings of school site councils and program advisory committees shall be open to the public, and any member of the public shall have the opportunity to address the council or committee during the meeting on any item within its jurisdiction. Notice of the meeting shall be posted at the school site or other appropriate location at least 72 hours before the meeting specifying the date, time, and location of the meeting and containing an agenda that describes each item of business to be discussed or acted upon.
5. The school site council and program advisory committees shall not take action on any item not listed on the agenda unless all members present unanimously find that there is a need to take immediate action and that this need came to the group's attention after the agenda was posted. Councils or committees violating the above

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procedural requirements must, at the demand of any person, reconsider the item at the next meeting, first allowing for public input on the item.

6. Any materials provided to a council or committee shall be made available to any member of the public upon request.
7. In the event of a persistent conflict within a school site council or advisory committee, the district will intervene and provide conflict resolution.

E. Reports Required

Each school site council shall annually submit its school plan to the Assistant Superintendent for Educational Services prior to the end of the school year. The school plan shall be submitted to the Governing Board prior to the beginning of the school term.

F. Record Retention

None

G. Responsible Administrative Unit

Educational Services
School Principals

H. Approved by the Administrator of the Division

Assistant Superintendent of Educational Services