



## STATE & FEDERAL PROGRAMS PARENT COORDINATOR PROCEDURES SCHOOL SITE COUNCIL

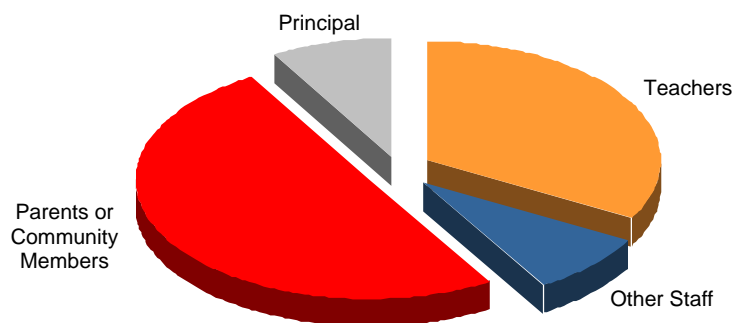
### COMPOSITION

Composition of the school site council is specified in the California *Education Code* as follows:

- The school site 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;<sup>1</sup> parents of students attending the school selected by such parents; and, in secondary schools, students selected by students attending the school.
- **At the elementary level**, the school site council shall be constituted to ensure parity between (a) the principal, classroom teachers, and other school personnel; and (b) parents or other community members selected by parents. In schools with fewer than three teachers, this requirement may be met by establishing a school site council that is composed of equal numbers of school staff and parents or other community members selected by parents.
- **At the secondary level**, the school site council 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.
- **At both the elementary and secondary levels**, classroom teachers shall comprise the majority of persons represented under subdivision (a) of this section.

At the discretion of the local governing board, the middle school may, but is not required to, include student representation on the school site council.<sup>2</sup> (FCUSD does require student representation).

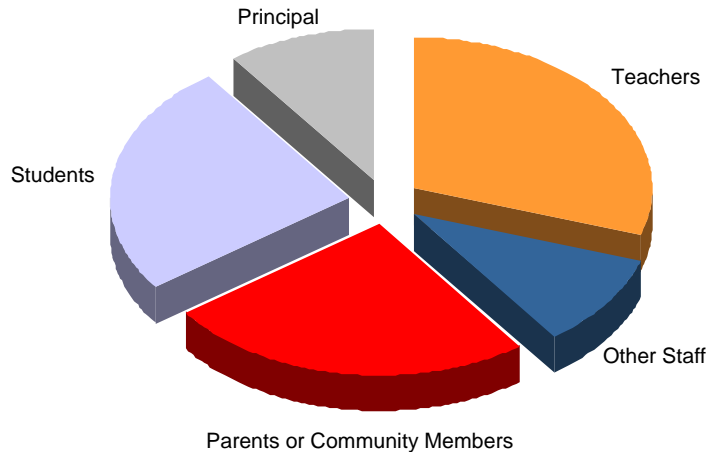
### COMPOSITION OF A SECONDARY SCHOOL SITE COUNCIL



<sup>1</sup> For example, counselors, psychologists, social workers, nurses, instructional aides, library personnel, and clerks employed at the school

<sup>2</sup> EC Section 33133(c)

## COMPOSITION OF A SECONDARY SCHOOL SITE COUNCIL



### SELECTION

The means of selecting school site council members are 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 school site council 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 school site council members, board policy or school site council bylaws may specify:

- The means of selecting members and officers
- Terms of office for members and officers
- The notice of elections for each peer group
- The responsibilities of the school site council and time commitment involved
- A 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 school site council 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 school site council in the event of a midterm vacancy on the school site council.

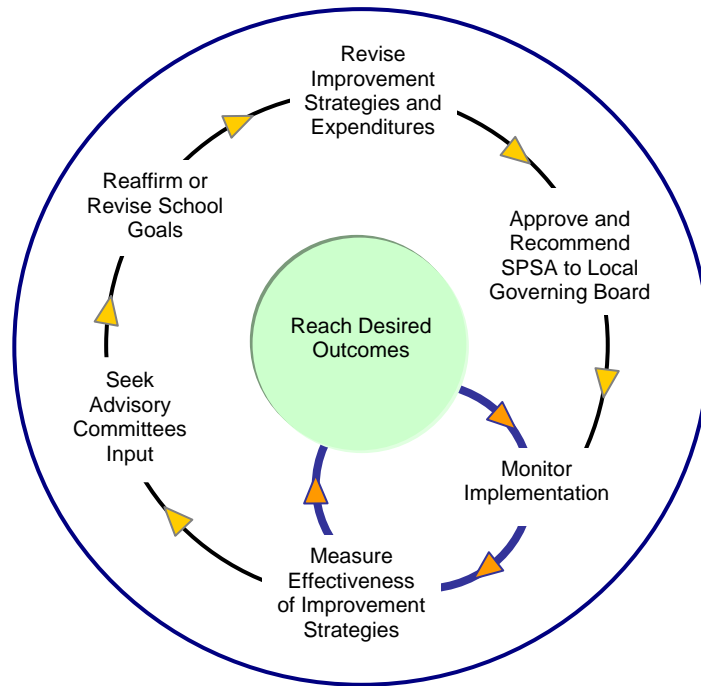
### OFFICERS

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

- A chairperson to organize, convene, and lead meetings of the school site council
- A vice chairperson to serve in the absence of the chairperson
- A secretary to record actions taken at school site council meetings and keep school site council records
- A 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 school site council

## ACTIONS REQUIRED OF THE SCHOOL SITE COUNCIL<sup>3</sup>

The graphic below represents the cycle of actions required by the school site council in the development, implementation, and revision of the SPSA.



## ROLES AND RESPONSIBILITIES

In addition to the school site council, several groups are involved in the development and implementation of the *Single Plan for Student Achievement*. Each has specific responsibilities established by statute, as described below:

### SCHOOL ADVISORY COMMITTEES

The SPSA must be developed with the advice, review, and certification of any applicable school advisory committees such as the English Learner Advisory Committee. All required advisory committees have responsibility to advise the school on the special needs of students and on ways the school may meet those needs.

### GOVERNING BOARD

The local governing board adopts policies for the development and implementation of the SPSA consistent with law. Acting upon the recommendation of the school site council, the board votes on the approval of the SPSA and all subsequent revisions of the SPSA.<sup>4</sup> The board also must certify that the SPSA is consistent with local educational agency plans required for federal funding. The SPSA must have board approval to authorize expenditures proposed in the plan.

<sup>3</sup> EC Section 64001

<sup>4</sup> EC Section 64001(h)

## **RULES OF ORDER**

School site councils must operate according to the following rules:<sup>5</sup>

1. Meetings must be open to the public.
2. The public may address the school site council on any item within jurisdiction of the school site council.
3. Notice of the meeting must be posted at the school site or other accessible place at least 72 hours before the meeting.
4. The notice must specify the date, time, and place of the meeting and the agenda.
5. The school site council cannot act on an item not described on the posted agenda unless, by unanimous vote, it finds a need for action unknown when the agenda was posted.
6. Questions and brief statements of no impact on students or employees that can be resolved by providing information need not be described on the posted agenda.
7. If these procedures are violated, upon demand of any person, the school site council must reconsider the item at its next meeting, after allowing for public input on the item.

## **BYLAWS**

While not required by law, it is good practice for a school site council to adopt bylaws to guide its actions beyond the rules of order provided by the law or local governing board policy. Bylaws can clarify such matters as the terms and election procedures of school site council members and officers; the school site council's regular meeting times; numbers of parents, teachers and students needed for a quorum; minimum attendance required of members; and so forth. (FCUSD does require bylaws).

## **RECORDS**

**The school site council needs to maintain records of the following:**

- Elections
- Official correspondence
- Agendas of school site council meetings
- Evidence of input from school advisory committees
- Minutes of meetings, recording attendance, discussions, recommendations, and actions
- Copies of prior year school plans

Public records require safekeeping. School site council records should be filed in a secure place available to the school site council. Federal law requires that all records pertinent to a funded project be retained for three years.<sup>6</sup> School site council records must be made available for public review upon request.

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<sup>5</sup> The Greene Act, *EC* Section 35147(c)

<sup>6</sup> 34 *Code of Federal Regulations*, Part 74.53