The Facts About School Site Councils

Legislation

- 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 ongoing contact with those students (State and Federal funds).

SSC Roles and Responsibilities
Overview

- Serves as the school community's representative body for determining the focus of the school's academic instructional program and all related categorical resources.
- The SSC is not to be viewed as an advisory body whose advice may be accepted or rejected.
- Instead, the actions of the SSC constitute the first step in a formal process for developing improvement strategies and for allocating resources to support these efforts in accordance with laws pertaining to categorical programs.

SSC Roles and Responsibilities
Council Roles

- Analyze and evaluate the academic achievement of all students in the school.
- Develop and approve the school plan and all proposed expenditures in accordance with all state and federal laws and regulations.
- Obtain recommendations from school advisory, standing, and special committees regarding the focus of the school's Single Plan for Student Achievement (SPSA) - It is recommended that a District/School Liaison Team (DSLT) be utilized by schools identified for Program Improvement (PI) under NCLB, Title I, Part A. The DSLT may assist the district and school by developing recommendations for improving student performance related to PI status. DSLTs serve as an advisory group to the school site council at a PI school.

SSC Roles and Responsibilities
Council Roles

- Recommend the SPSA to the local governing board
- Provide ongoing monitoring of the implementation of the plan and budget
- Revise the school plan as needed
- Participate in all local, state, and federal reviews of the school's program for compliance and quality.
- Conduct an annual school effectiveness survey on student achievement
- Encourage representation of all groups in leadership roles and in the activities of the SSC

SSC Roles and Responsibilities
Principal Roles

- Is a voting member of the council
- 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 SSC
- Assumes responsibility for the implementation of the plan

SSC Roles and Responsibilities

Council Responsibilities

- Regularly attend SSC meetings
- Become knowledgeable on state and local educational issues related to assessment, curriculum and instruction.
- Communicate SSC business internally and externally
- Review by-laws annually.
- Review district policies
- Review annual meeting calendar
- Review meeting and operating procedures

The SSC is NOT:

- A School Management Committee
- A Policy-Making Body
- A Political Organization
- A Personnel Committee
- A Grievance Committee
- A Fund Raising Organization
- An Extension of the PTSA/PTA/PTO

Composition of SSC

Elementary

- Parent or community membership must be equal to school staff membership
- In school staff membership, classroom teachers must be the majority.
- "Other school personnel" can include: other admnistrative positions, other non-classroom teacher positions, and all site classified personnel.
- Smallest council is composed of 10 members.

Composition of SSC

Secondary

- Parents or community members and students share half of the council.
- In school staff membership, classroom teachers must be the majority.
- "Other school Personnel" can include: other administrative positions, other non-classroom teacher positions, and all site classified personnel.
- Smallest council is 12 members.

Selection/Election Procedures

- 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
  - Parents of students attending the school selected by parents
  - At secondary schools, students selected by students

Please check By-laws for SSC composition

Selection/Election by Council Member Type

The Principal:

- The law is very clear that the principal is an active member of the council
- SSC attendance and responsibilities cannot be assigned to a vice-principal or other designee.

The Teachers:

- "Teacher" means classroom teacher
- Selected/elected by peers

The Other School Personnel:

- Classified personnel, administrative personnel, other certificated personnel

Selection/Election by Council Member Type

The Parents:

- The term "parent" includes guardians
- A parent can be an employee at the school, but can only count in the staff category, not the parent category.
- A community member may serve in the parent position as long as the person has been selected by parents of children in the school.

The Students: (secondary level)

- Students must attend the school they represent
- Students are elected by their peers

Selection/Election Procedures Vacancies in SSC Positions

- Vacancies can be filled by one of these methods:
  - An election by the appropriate representative group.
  - An appointment by the remaining members of the peer group (only peer group members may appoint).
  - The seating of previously elected alternate to fill the remainder of the term.
  - The law is very clear! Only permanent members of the council may vote.

Bylaws

- Serve as a guide for the council's actions
- Should be annually reviewed
- A copy should be given to each SSC member
- Any materials provided to the SSC shall be may available to any member of the public who requests the materials

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 for public comment.

Yearly Agenda Items

- Review selection/election procedures
- Review by-laws
- Develop agenda calendar for the year.
- Train SSC members on roles and responsibilities
- Develop/revise and approve the school plan and all related expenditures in accordance with all state and federal laws and regulations

Yearly Agenda Items – cont.

- Recommend the overall school plan and budget expenditures to the local governing board
- Provide ongoing monitoring of the implementation of the plan and budgets/expenditures
- Annually evaluate the effectiveness of the school's progress toward meeting school goals to raise student achievement for all students

Yearly Agenda Items – cont.

- Review the district's policy on parent involvement and federal requirements Title I – Part A – Section 1118
- Review/revise the school's parent involvement policy and parent compact.
- Consult with advisory groups throughout the year (ELAC, other parent groups)

Conducting the Meeting

- All members and attendees sign-in
- 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 – Robert's Rules of Order
- Maintain meeting minutes for 3 years

Conducting the Meeting – Greene Act

- 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, 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.

Effective School Site Councils:

- Represent the peer group: To act as an agent on behalf of a person or organization; to symbolize; to stand for; to depict; to portray.
- Maintain a high level of collaboration.
- Obtain parent input and advise.
- Support the district and school vision.
- Focus on improving student achievement for all students.
- Demonstrate good problem solving skills.

Effective School Site Councils:

- Recognize and respect the individuality and creativity each member brings to the team.
- Come prepared with their materials and good ideas.
- Communicate with the larger school community about their progress.
- Seek out information from the broader school community.