

SCHOOL SITE COUNCIL

1. WHAT IS A SCHOOL SITE COUNCIL?

A School Site Council is a decision-making group of parents, school staff and in secondary schools, students, which has, as its major responsibility, the development, implementation and evaluation of the School Improvement Plan and budget.

2. WHAT IS THE PURPOSE OF A SCHOOL SITE COUNCIL?

The purpose of the School Site Council is to encourage improvements in the school to meet the educational, personal and career needs of all the students at the school through a collaborative decision-making process.

3. DO ALL SCHOOLS IN SACRAMENTO CITY UNIFIED SCHOOL DISTRICT HAVE SCHOOL SITE COUNCILS?

All elementary and middle schools have decided to participate in the School Based Coordinated Program (SBCP) using School Improvement Program funds; therefore, they are **REQUIRED** to have School Site Councils. (Some high schools have school site councils to administer other programs and funds. The bylaws of these councils govern their activities.)

4. WHAT IS THE MEMBERSHIP OF A SCHOOL SITE COUNCIL AND HOW ARE MEMBERS SELECTED?

Half the Council members are school staff; the majority of this group must be classroom teachers.

Half the Council members are parents, community members and in secondary schools, students. Parents cannot be employed by the school district at that school site.

Each group selects its own members:

Classroom teachers select teachers.

Other school staff select other school staff.

Parents select parents and community members.

Students select students.

5. WHAT DOES A SCHOOL SITE COUNCIL DO?

The Council meets regularly (as described in the bylaws) and conducts business meetings with agendas, minutes and rosters of attendance.

The Council plans and develops the written school improvement plan, implements the plan and monitors the activities and budget.

The Council also evaluates the effectiveness and quality of the School Based Coordinated Program each year.

6. WHAT IS THE RESPONSIBILITY OF A SCHOOL SITE COUNCIL MEMBER?

Members should:

- Attend all meetings. An alternate should be contacted if a member is unable to attend a meeting.
- Become knowledgeable of the school, its students and programs.
- Attend training for site council members.
- Understand and follow state regulations, district policies and council bylaws.
- Recognize the value of site based decision-making and parent-staff interaction.

7. WHAT INFORMATION ABOUT THE SCHOOL SHOULD A SCHOOL SITE COUNCIL MEMBER HAVE?

The following information should be made available to School Site Council Members:

- Data relating to the school improvement process, targets for improving student achievement and results of testing student achievement.
- Bylaws of the School Site Council.
- School Based Coordinated Program school site plan.
- List of programs in which the school participates.
- The school's most recent self-study and program quality review.
- Calendar of School Site Council meetings for current year, the planning days and staff development activities for the current year.
- List of Council members and officers and their length of terms on the Council.
- List of employees paid with SIP and other categorical funds.

*For more information on School Site Councils, contact Lily Keyser, Administrator,
Consolidated Programs Department at 553-4283.*

ROLES AND RESPONSIBILITIES

SCHOOL SITE COUNCIL:

1. DEVELOP A SCHOOL IMPROVEMENT PLAN BASED ON THE ASSESSED NEEDS OF THE TOTAL SCHOOL POPULATION.
2. REVIEW THE IMPLEMENTATION OF THE PLAN, ONGOING
3. ASSESS THE EFFECTIVENESS OF THE SCHOOL PROGRAM.
4. ESTABLISH AND APPROVES THE ANNUAL SCHOOL IMPROVEMENT BUDGET.
5. REVIEW AND UPDATE THE IMPLEMENTATION OF SUGGESTION AND ACTION PLANS A F T E R THE PQR.

PRINCIPAL:

1. IS SCHOOL MANAGER
2. PROMOTES FULL AND EFFECTIVE COMPLIANCE WITH THE PLAN

TEACHERS:

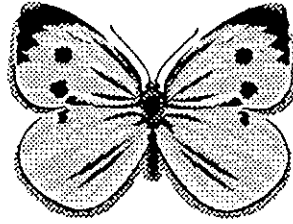
1. DESIGN AND IMPLEMENT INSTRUCTIONAL TECHNIQUES CONSISTENT WITH THE OBJECTIVES ESTABLISHED BY THE SSC.

DISTRICT BOARD OF EDUCATION:

1. SETS POLICY

ED. CODE 52020

SEQUOIA ELEMENTARY SCHOOL
SCHOOL SITE COMMITTEE



PURPOSE

Mission Statement -

The purpose of the School Site Council is to encourage improvements in the school to meet the educational, personal and career needs of all the students at the school through a collaborative decision-making process.

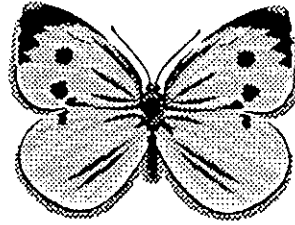
Goals / Objectives / Scope -

The council meets regulatory (as described in the bylaws) and conducts business meetings with agendas, minutes and rosters of attendance.

The council plans and develops the written school implementation plan, implements the plan and monitors the activities and budget.

The council also evaluates the effectiveness and quality of the School Based Coordinated Program each year.

SEQUOIA ELEMENTARY SCHOOL
SCHOOL SITE COMMITTEE



BYLAWS

ARTICLE I - NAME OF COUNCIL

The name of this council shall be the Sequoia School Site Council.

ARTICLE II - ROLE OF COUNCIL

The School Improvement Plan shall be developed and recommended by the School Site Council. The School Site Council, following approval of a School Improvement plan by the school district governing board, shall have ongoing responsibility to review with the principal, teachers, and other school personnel, the implementation of the school improvement program and to assess periodically the effectiveness of such program. Modifications or any improvements to the plan shall be developed, recommended, and approved or disapproved in the same manner. The council shall carry out all other duties and responsibilities assigned to it in the Education Code of the State of California.

ARTICLE III - MEMBERS

Section 1 - Composition

The needs and resources of the school improvement program require that its membership include broad representation of parents and staff, including socioeconomic and ethnic groups represented in the school attendance area. Representation on the council shall be: the principal, vice principal or program coordinator, and two (2) teachers selected by teachers at the school, one (1) other school personnel selected by other school personnel at the school, five (5) parents of pupils attending the school selected by such parents.

ARTICLE III - MEMBERS

(Continued)

Section 2 - Term of Office

Selection of new members will take place in May. To ensure the continuity of the Council, terms of office will be staggered. Two parents and two teachers will be selected in even numbered calendar years, and three parents and three teachers will be selected in odd numbered calendar years. All members of the council shall serve a two-year term commencing September 1 and terminating June 30 of the second year. The principal and vice principal or coordinator shall be permanent members of the council.

Section 3 - Voting Rights

Each member shall be entitled to one vote and may cast that vote on each matter submitted to a vote of the council. Absentee ballots shall not be permitted.

Section 4 - Termination of Membership

A member shall no longer hold membership should he or she cease to be a resident of the area or no longer meet the membership requirements under which they were selected, e.g., a parent becomes employed by the district. Membership shall automatically terminate for any member who is absent from all regular meetings for a period of three consecutive months. The council, by affirmative vote of two-thirds of all of the members, can suspend or expel a member.

Section 5 - Transfer of Membership

Membership in the School Site Council is not transferable or assignable.

Section 6 - Resignation

Any member may resign by filing a written resignation with the local School Site Council.

Section 7 - Vacancy

Any vacancy on the council shall be filled for the remainder of the unexpired term by the regular selection process.

ARTICLE IV - OFFICERS

Section 1 - Officers

The officers of the School Site Council shall be a chairperson, vice chairperson, secretary/treasurer, and such other officers as the council may deem desirable.

Section 2 - Election and Term of Office

The officers of the School Site Council shall be elected annually by the council and shall serve for one year or until each successor has been elected. No officer shall service more than two (2) consecutive terms in the same office. Elections will be held at the first meeting held in the school year (September) with duties starting immediately.

Section 3 - Removal

Any officer may be removed by a two-thirds vote of all members sitting on the School Site Council whenever, in the judgment of the council, the best interests of the council would be served thereby.

Section 4 - Vacancy

A vacancy in any office because of death, resignation, removal, disqualification, or otherwise shall, by special election, be filled by the School Site Council for the unexpired portion of the term.

Section 5 - Chairperson

The chairperson shall preside at all meetings of the School Site Council and may sign all letters, reports, and other communications of the School Site Council. In addition, the chairperson shall perform all duties incident to the office of chairperson and such other duties as may be prescribed by the School Site Council from time to time.

Section 6 - Vice Chairperson

The duties of the vice chairperson shall be to represent the chairperson in assigned duties and to substitute for the chairperson during his or her absence, and the vice chairperson shall perform such other duties as from time to time may be assigned by the chairperson or by the School Site Council.

ARTICLE IV - OFFICERS (Continued)

Section 7 - Secretary/Treasurer

The secretary/treasurer shall keep the minutes of the meetings, both regular and special, of the governing board and shall promptly transmit to each of the members, and to such other persons as the School Site Council may deem, true and correction copies of the minutes of such meetings; see that all notices are duly given in accordance with the provisions of these bylaws; be custodian of the School Site Council records; keep a register of the address and telephone number of each member of the School Site Council which shall be furnished to the secretary/treasurer by such member; and, in general, perform all duties incident to the office of secretary/treasurer and such other duties as from time to time may be assigned to the office by the chairperson or by the School Site Council. He/she will maintain the financial records of the School Site Council.

ARTICLE V - COMMITTEES

Section 1 - Standing and Special Committees

The School Site Council may from time to time establish and abolish such standing or special committees as it may desire. No standing or special committee may exercise the authority of the School Site Council.

Section 2 - Membership

Unless otherwise determined by the School Site Council in its decision to establish a committee, the chairperson of the School Site Council shall appoint members to the various committees.

Section 3 - Term of Office

Each member of a committee shall continue as such for the term of his or her appointment and until his or her successor is appointed, unless the committee shall be sooner terminated or abolished, or unless such member shall cease to qualify as a member thereof.

Section 4 - Rules

Each committee may adopt rules for its own government not inconsistent with these bylaws or with rules adopted by the School Site Council or with policies of the governing board.