

SCHOOL SITE COUNCILS**1. Establishment**

The principal, in cooperation with school staff members, parents, other community representatives, and students, shall establish a school site council if, in the opinion of the principal, the school should consider participation in a school improvement program.

2. Composition

The membership of the council shall consist of the following persons: teachers selected by teachers at the school; other personnel selected by other personnel at the school; parents of students attending the school selected by such parents; and students selected by students attending the school. The council shall be constituted to ensure parity in numbers between (a) the principal, classroom teachers, and other school staff members; and (b) equal numbers of parents and students. Classroom teachers shall comprise the majority of those persons representing school staff. Students shall comprise the majority of the group described in (b) above. Council members representing parents, other community members, or students shall not be employees of the school district. The minimum number of members for a council shall be twelve.

3. Member Selection

The principal shall carry out the selection process as follows: (a) notify all prospective members of the selection process through regular channels of communication; (b) call the first meeting of the component unit and initiate the selection process.

When possible, an existing organization may serve as the unit for conducting the selection process provided that all prospective candidates are notified as stated above and the selection process is carried out in accordance with this rule and regulation.

4. Meetings

The principal shall call an organizational meeting to which all persons selected for participation are invited. School site council meetings shall be open to the public. The school site council shall establish bylaws which provide for council organization, procedures, term of office, and the method of selection or replacement of council members. These procedures are to be included in any developed school improvement plan. Current minutes of the proceedings of the school site council shall be kept at the local school. Items requiring action shall be processed through normal administrative channels.

5. Responsibilities

The functions of the school site council will be to recommend whether or not the school participates in the school improvement program. If such a recommendation is approved by the Board of Trustees, the school site council shall then have the responsibility to contribute

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to the development of a school improvement plan and to recommend the plan to the Board of Trustees. If approved by the Board of Trustees, the school site council shall have further responsibility to:

- a. Review the implementation of the school improvement program and to assess periodically the effectiveness of the program.
- b. Annually review the school improvement plan, recommend a school improvement program budget consistent with the Education Code, and if necessary, make modifications in the plan to reflect changing improvement needs and priorities.
- c. Recommend whether or not the school continues to participate in a school improvement plan for the ensuing year.

6. Communication Channels

School site councils have the responsibility to maintain effective communication with the Board and the school site council's constituency. Site councils are encouraged to keep the District informed regarding plans and programs well in advance of any recommended changes. A site council may place an item on the school Board agenda by following the procedure described in Policy 1007. In addition, if an item is not on the agenda, a person may address the Board under "Oral Communications."

7. Relationships with Existing Organizations

The Board of Trustees strongly supports existing organizations and committees which have historically been supportive of education and the schools' efforts to improve education and the quality of life. School site councils should strive to make every effort to establish liaison with these groups, to incorporate their programs and assistance wherever possible, and to be supportive of their efforts to continue to serve the students and the schools of the District.

8. Continuance

At the end of any school year in which the school site council has functioned, either with or without participation in an approved school improvement plan, the principal may discontinue the school site council for the following school year.

9. Other Records

A written record is to be maintained of all procedures and meetings as outlined in this rule and regulation.

Reference: Education Code Sections 52000-52179
Coordinated Compliance Manual VI-CON 29

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