



WJUSD Quick Guidelines for SSC

The School Site Council is required for all schools which receive State and Federal Program funds. The council must be comprised of numerically equal halves representing the school staff, parents and community members. The council must be broad-based to represent the diverse stakeholders in the community. The council has decision making authority for budget and programs and develops the mission and goals for the improvement of an individual school community. The council members share the common goal of success for **all** students.

SCHOOL SITE COUNCIL DECISION MAKING GUIDELINES

Decisions must be legal.

Decisions must be compliant with the laws and regulations for each categorical program.

Decisions must follow District Board policy.

Decisions must be within the budget.

Decisions must be ethical.

***Quorum**

A Quorum is required for Decisions of the School Site Council (SSC) to be valid.

The State recognizes a simple majority to be:

51% of the total membership or simple majority

ESSENTIAL INFORMATION

The council should be provided the following essential Information:

- Input from advisory groups
- School allocations from Consolidated Application
- Local Board policies
- Federal requirements
- Sources of information on programs

- Student performance data
- The school's program of instruction

WHAT A SCHOOL SITE COUNCIL IS NOT!

A School Site Council (SSC) is NONE of the following:

A School Management Committee

The principal is the school manager.

A Policy-Making Body

The Board of Education sets policy.

A Political Organization

School Site Councils do not take stands on political issues.

A Personnel Committee

The District Human Resources Department and the school principal are responsible for all personnel matters.

A Grievance Committee

Other procedures are available to air grievances. However, a SSC may recommend solutions to problems within its scope as identified by a school self-study.

A Fund-Raising Organization

An SSC does not solicit funds except in the process of grant applications and the use of community resources.

An Extension of the PTA

An SSC works in cooperation with the PTA toward school improvement, and sees the PTA and all other school support groups as community resources which may be tapped to enhance the school improvement plan.

A Social Group

State Law specifies the representative membership ratio of the SSC and directs that the bylaws outline a membership selection process.

CHARACTERISTICS OF AN EFFECTIVE SCHOOL SITE COUNCIL

- Recognizes its goals and responsibilities and carries them out in an efficient manner.
- Is diverse in its composition.
- Communicates with the broader school community.
- Solves problem effectively.
- Makes progress toward its goals with a maximum of efficiency and a minimum of distractions.
- Provides for sharing of leadership responsibilities by group members.
- Provides an atmosphere in which members freely express their feelings and points of view.
- Makes intelligent use of the diverse/different abilities of its members.
- Faces reality and sticks to issues that are vital to its members.
- Is not dominated by its leader or by any of its members.
- Recognizes the values and limitations of democratic methods.

BEHAVIOR IN THE MEETING

- State your ideas very briefly; do not elaborate.
- State your opinions and feelings honestly and clearly.
- Listen to suggestions and ideas of others.
- Stay on the agenda item being discussed. Help others stay on the item also.
- If you don't understand something, ask to have it explained.
- Participate actively.
- Protect the rights of others to express their opinions and feelings.
- Think creatively to solve problems and resolve conflict.

- Keep notes on things you agree to do.
- At all times, think about what you can do to help the group move forward.