



Evansville Vanderburgh School Corporation

Bringing Learning to Life.

School Site Council

The school site council is a group of teachers, parents, school employees, students, and neighborhood and community partners that works with the principal and site coordinator to meet the needs of the children and families in the school.

The site council is charged with developing, reviewing and evaluating school programs, working on engaging families in the school, and offering support and help for teachers and staff.

The members of the site council are generally invited to sit on the site council.

School site council members are asked to pool their individual resources, or the resources of their organizations, to help meet the needs of the children and families in their school with an eye toward the academic improvement goals of the school.

School site council members don't just represent their own interests. They have an obligation to make decisions that will best serve the whole school community.

Successful school site councils, regardless of their specific agendas, are more than a "rubber stamp" committee, and always ask thoughtful and challenging questions.

Site council members are usually asked to attend one meeting a month, during the school year. Site councils can decide to meet more frequently, or in the summer. School testing scores, proposed plans, climate surveys, and other documents are discussed at meetings.

Site Council Member Responsibilities

Planning

- Ensuring a vision of the future for the students, families, school and community
- Establishing guiding values
- Setting and adopting short term and long term goals
- Monitoring the progress of the plans and programs
- Engaging actively in asset/needs mapping, strategic decision making and policy development
- Looking at the School's "Big Picture."

Program

- Ensuring programs are consistent with the goals and needs of the students, families, school and community
- Approving all program plans
- Evaluating programs, using research and data so data drives decisions
- Monitoring program accomplishments

Marketing and Public Relations

- Knowing the facts and figures around the school, the site council and the full service community school concept
- Being visible and "at the table" in the community to help spread the word about the school and full service community schools initiative
- Promoting the school, the site council and full service community schools both internally and externally
- Deciding how to and then disseminating site council information and decisions to families, the rest of the building, and the community at large

Site Council Affairs

- Maintaining regular dialogue with the Community coordinator
- Modeling good leadership
- Maintain policies and procedures
- Monitoring and evaluating site council performance
- Investing in ongoing site council development
- Committing to a thorough transition from your predecessors and to your successors
- Respecting site council confidentiality, speaking with "one voice" when decisions are made and being transparent as possible about site council process

Financial Management

- Understanding and approving site council budget and expenditures
- Making certain that "funding follows program" for effective community impact
- Ensuring that community and site council resources are considered and maximized first, before spending grant site dollars.

Information Management

- Determining what is needed and who needs it
- Using information for planning, decision-making and oversight
- Creating an inclusive communication system involving as many levels as possible.
- Providing regular feedback using varied communication methods (electronic, face-to-face, etc.)

Who Should Sit on Your Site Council?

School

- Principal
- Assistant Principal
- Teachers
- SICAN Student Support Advisors
- School Counselor
- Students (with parent permission slip)

Coordinated School Health

- School Nurse
- Social Worker
- P-E Specialist
- Health Specialist
- O-T
- P-T

Extended Learning

- 21st Century Site Coordinators
- Daycare Manager

Family Engagement

- Parents
- Family Engagement Team members
- PTA

Community

- Community Partners already working with students and families
- Community Partners interested in working with the students and families
- Neighborhood Association Representatives
- Neighborhood Businesses
- Neighborhood Religious Organizations
- FSCP Community Coordinator

Steps to begin a Site Council

As a school begins to develop a “**Site Council**,” there are some tasks to consider in making sure a council is inclusive and that you hear the voices of those who have a vested interest in children, families, school, and the neighborhood.

“Never doubt that a small group of thoughtful, committed people can change the world. Indeed, it’s the only thing that ever has.”

-- Margaret Mead

- 1) **Define your community** to find out who needs representation on your council.

Think about....

- a. Students
- b. Parent/guardians/extended family
- c. Teachers and all building staff
- d. Neighborhood businesses, associations, and residents
- e. Agencies who may provide services to your students and/or parents
- f. Rural or urban
- g. Elementary, middle school, or high school
- h. Area churches
- i. Government entities such as a fire station or police station

- 2) **Determine a meeting time** that will best suit the council at your school

- a. If people work during the day, you may need to have the meeting at 5:00 p.m. or later
- b. If the majority can come to meetings during the day; determine whether it is best early a.m., mid-day, or later in the day
- c. Possibly alternate between a.m. and p.m. meetings
- d. Consider meeting times of other Site Councils to avoid scheduling conflicts

- 3) **Determine a location** for your meeting

- a. Provide ample space for everyone so that they feel a part of the group
- b. Consider alternating your site between school and a neighborhood partner’s building
- a. Provide refreshments

- 4) **Identify the needs**

Think about....

- a. One-on-one conversations
- b. Survey students, parents, churches, and government offices in your area
- c. Meetings to exchange information with everyone
- d. Discussions with teachers and school staff
- e. Personally invite people to the council meetings
- f. Be culturally sensitive!

Hear the voice and listen to.....

- The unemployed, as well as, employed The children, as well as , the adults
- Women, as well as, men
- Minorities, as well as, the majority
- The single parent, as well as, the two parent family
- The teacher, as well as, the parent
- The smaller businesses, as well as, the larger ones

- 5) **Prioritize the needs** in a school community

Think about....

- a. Health: mental, emotional, physical, & nutritional
- b. Education
- c. Economic
- d. Environment

Think about....

- a. Students
- b. Parents
- c. Families

Think about....

- a. During school
- b. After school
- c. Weekends
- d. Summer

6) **Hire/appoint a Site Council Coordinator**

Define the job description to fit the needs of the school community

This person could be.....

- a. A member of the staff who has
- b. time to devote to the School Site
- c. Council (who already knows the
- d. school, staff, and policies)

This person could be.....

- a. A person hired for a specific amount of time to organize and facilitate programs, services, meetings, and follow-up (who may be familiar with all the agencies in the community)

This person should be.....

- a. Able to organize, facilitate, be responsible, and have an understanding of the importance of what the Site Council is trying to achieve

7) **Planning and facilitating meetings**

Think about.....

- a. Agendas
 - Name of School
 - Mission Statement
 - Goals and objectives for the year
 - Consider making a template for the agenda (to include welcome, introductions, old business, new business, questions and comments.)
 - Sign confidentiality statement
- b. Minutes
 - Name of school, date, time, place (consider making a template.) Attendance Lists (name and agency,
 - organization, parent)
 - Bullets of main ideas following lines of agenda
 - Action taken
 - Next meeting date, time, and place
 - Consider developing a master calendar for the year listing meetings with dates, times, and locations
 - Consider using a tape recorder
- c. Three-ring binder for each member to keep track of agendas and minutes
- d. Designate someone to run the meetings routinely
- e. Use name tags, sign-in sheets with names and addresses, phone numbers, e-mail and fax information

8) **[Access E-VSC School Community Council](#)** for resources and support

- a. Training about full-service schools and collaboration is a must
- b. Provide opportunity for networking with other schools and agencies
- c. Staff support of process

Forming New Community Partnership Checklist

- The Coordinator of Community Outreach , Site Council, Site Council Coordinator and school will work together to decide what service or program the school or families are interested in offering.
- The Coordinator of Community Outreach will work with the FSCP Community Coordinator to see if there's a partner who might already provide the service or program.
- The FSCP Community Coordinator will make contact with community partner or another organization that might help provide the program or service.
- The Coordinator of Community Outreach and the community organization will make contact with each other and work out the details of the partnership.
- The Coordinator of Community Outreach will notify the FSCP Grant Project Director to get approval for the project or service...and if necessary, the approval to access funds.
- Together FSCP Community Coordinator, the Coordinator of Community Outreach, and organization will formalize the partnership with a signed ancillary services agreement if one does not already exist.
- The agreement will be approved by EVSC School Board and the Board of the community partner.
- The ancillary agreement will be filed at EVSC headquarters and a copy provided to the FSCP Community Coordinator at the Family School and Community Partnership Building.
- The program can begin!
- The Coordinator of Community Outreach, 21st CCLC Project Director, Building Administration and Site Coordinator will work together to provide staffing needs, if necessary, and ensure the program is running smoothly.
- The Coordinator of Community Outreach and Site Coordinator will work with the Site Council and school staff to evaluate the success of the program.