



Working Together for School Improvement

**RICHFIELD HIGH SCHOOL
COMMUNITY COUNCIL**

THE PURPOSES FOR SCHOOL COMMUNITY COUNCILS ARE:

- ✘ To build consistent and effective communication among parents, employees and administrators
- ✘ To allow parents an opportunity to be actively involved with the school in their children's education
- ✘ To make good schools better

COUNCIL MEMBERSHIP

- ✘ Principal
- ✘ Chair (parent member)
- ✘ Vice-Chair (parent or employee)
- ✘ Parent/Guardian Members
- ✘ Faculty/Staff Members
- ✘ PTA/PTO Members
- ✘ Counselor (secondary schools)
- ✘ Native American Representative for RHS

SIZE GUIDELINES

- ✘ A high school will have at least 6 parent/guardian members and at least 4 faculty/staff members.
- ✘ All other schools will have at least 4 parent/guardian members and at least 2 faculty/staff members.
- ✘ Parent members must exceed the number of faculty members (including the principal) by at least two members.

TERMS FOR MEMBERS

- ✘ A term is 2 years.
- ✘ Schools, in consultation with districts, set the beginning date.
- ✘ A council member may be elected to office as long as they will have a student attending the school.
- ✘ Recommend staggered terms

SCHOOL EMPLOYEE ELECTIONS

- ✘ Teacher/Employee Members, except the principal, are elected by employees
- ✘ Principals serve and fill an employee position but are not elected.

PARENT ELECTIONS

- ✘ The elections may be held near the beginning of the school year or in the spring if they are completed before the last week of school.
- ✘ The timing of the election must remain the same for at least four years.
- ✘ The timeline must include a notice to parents at least 10 days prior to the election that includes the open positions, how to file, and when and where the election is to be held.

PARENT ELECTIONS CONT...

- ✘ If there is not a contested race, the school need not hold an election.
- ✘ There are no term limits for parents. They may serve if they have a child attending the school during the two-year term.
- ✘ After the council is elected, the council elects a chair and a vice chair.

WHAT ABOUT UNFILLED POSITIONS?

- ✘ If a parent/guardian position is unfilled after elections, the parent/guardian committee members will select a parent/guardian to fill the position.
- ✘ If a faculty/staff position is unfilled after elections, the faculty/staff committee members will select a faculty/staff person to fill the position.

MAJOR ROLES OF THE COUNCIL

- ✘ Participate in the development of an ongoing School Improvement Plan
- ✘ Participate in the development of a School Land Trust proposal and budget
- ✘ Advise the school administration on local school issues
- ✘ Provide an opportunity for issues of concern in the community to be presented to the school administration

Major Roles of the Council

- ✘ Make recommendations regarding issues at the school such as internet safety, school programs, ideas/suggestions regarding students, etc.
- ✘ Provide e-mail and phone number, made public on the school's website and provided directly to all parents (state law).
- ✘ Serve as the Comprehensive Guidance Advisory Committee
- ✘ Participate in the school accreditation process

SCHOOL WEBSITE POSTING

- ✘ **One week prior to meetings** - agenda with date, time, location, minutes from previous mtg.
- ✘ **By October 20** - yearly mtg. schedule, members contact info., prior year Trust summary
- ✘ **Always on site** – parent opportunities, amount received, rules of order and procedure.

THE ROLE OF THE PRINCIPAL

- ✘ Signs written assurance that elections are held as required by the law
- ✘ Ensures that all reports and plans are submitted as required
- ✘ Provides access to school information and budget data that relate to the School Improvement, Staff Development and Land Trust plans

THE ROLE OF THE CHAIR

- ✘ Set the agenda and conduct the meetings
- ✘ Assure that written minutes are kept
- ✘ Assures that the council adopts rules of order and procedures.
- ✘ Makes assignments and ensures follow-up
- ✘ Meeting Notice, Agenda and Minutes on web
- ✘ Conduct Meetings

RESPONSIBILITIES OF EACH MEMBER

- ✘ Make a conscientious effort to attend all meetings
- ✘ Act in good faith for the benefit of all students and the school
- ✘ Participate in the development of all required plans
- ✘ Be a positive, contributing member of the council

Responsibilities of Each Member Cont.

**EACH MEMBER OF THE COUNCIL
SHOULD REPRESENT THE COMMUNITY
TO THE SCHOOL AND THE SCHOOL TO
THE COMMUNITY – BUILD A BRIDGE.**



**THE UNDERLYING FOCUS
SHOULD ALWAYS BE:
WHAT IS IN THE BEST
INTEREST OF THE
STUDENTS?**

HOW IS A SCHOOL IMPROVEMENT PLAN CREATED?

- ✘ It is an on-going plan, so once created, it is reviewed and modified each year.
- ✘ Collect and review data to determine where you are as a school.
- ✘ Decide where you would like to be.
- ✘ Develop action plans and strategies that can take you from where you are to where you want to be.
- ✘ The plan should set lofty goals, but should also be realistic and sustainable.

SCHOOL IMPROVEMENT ISSUES

- ✘ Improvement plans should be based on needs.
- ✘ The School Improvement Plan *includes* the School Land Trust Plan.
- ✘ The School Land Trust Plan must focus on specific academic needs.
- ✘ In high schools and junior high schools, the improvement plan is part of the accreditation process.

- ✘ School Land Trust money must address a specific “academic” need, not a work environment need.



**YOU HAVE TO BE ABLE TO IDENTIFY
CHALLENGES AT YOUR SCHOOL,
BEFORE YOU CAN BEGIN THE
IMPROVEMENT PROCESS.**



SOME IDEAS FOR MAKING THE SCHOOL COMMUNITY COUNCIL A POSITIVE EXPERIENCE FOR ALL INVOLVED:

- ✘ Make sure everyone is trained
- ✘ Hold regular and carefully planned meetings
- ✘ Follow a printed agenda

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- ✘ Have a start and stop time
 - ✘ Focus on the stated council purposes
 - ✘ Allow some time during each meeting for issues of concern to be raised and ideas to be expressed.

**WHEN ISSUES ARE RAISED, LOOK
INTO THEM AND REPORT BACK.**



-Viktor-

Photo by Vincent Laforet / The New York Times

**SERVING ON THE COUNCIL
SHOULD BE A REWARDING AND
ENJOYABLE EXPERIENCE!**



IN SUMMARY:

- ✘ We believe that we have a great school.
- ✘ We also believe that we can and should continue to get better.
- ✘ School Community Councils are one tool that, if used effectively, can assist us in the improvement process.

FOR THOSE WANTING MORE....

Please feel free to visit:
www.schoolandtrust.org

Thanks For Your Help!