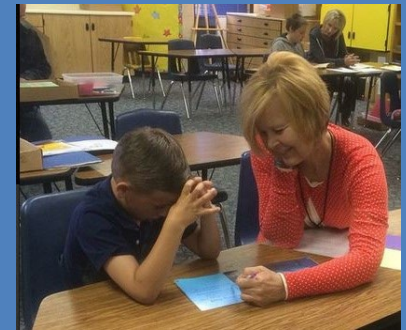


Collaborating to Improve Student Success



Officer Training for Councils

School Community Councils were formed to create *collaboration* in decision making at each public school in Utah. The principal, parents and educators work together to *improve the academic achievement of students* at their school.



Good decision making at each school relies on:

- an annual review of school-wide assessment data as it relates to selecting and measuring academic goals
- implementing measurable strategies that are data-driven and evidence based
- careful, informed review by the local school board

Responsibilities of the Chair

To facilitate committee meetings including calling meetings, setting agendas, conducting meetings according to the committee rules, encouraging input from all members, scheduling to complete requirements on time.

Council members supported you becoming the Chair (actively or passively)

- That support includes accepting assignments
- Everyone shares responsibility
- Welcome public participation

IT IS NOT TO DO ALL THE WORK OR KNOW EVERYTHING ABOUT AGENDA ITEMS.



Council Responsibilities

Consult with the Principal about the Teacher and Student Success Plan (TSSP)

Prepare and Approve the School LAND Trust Plan

Supports TSSP

Academic and student centered

Based on schoolwide assessment data

Measured by assessment data

Review TSSP and School LAND Trust Plan results

Digital Citizenship and School Safety

Receive and discuss district report

Digital Citizenship

Students and parent training, optional plan

School Safety – Prepare and implement a plan

Advise/make recommendations to administrators
and the local board

Respond to local board requests



Logistics

Training is provided to all members

- Review supporting information of the School LAND Trust website

Meetings are open to the public

Meeting information posted on school website one week prior

- Agenda with date, time and location

- Draft minutes of prior meeting

Required school website postings

Written minutes – approved and posted on the school website

Adopt/revise and adopt Rules of Order and Procedure

- How the council will conduct business

- Membership and terms of council members

- Election process

- Removing a member

- Other



Recommendations:

A little experience is helpful

Elect a 2nd year member to be chair

Vice-chairs should support the chair

First Meeting (or the next)

Introductions of each council member

Skills and talents unique to each person

Prior experience with councils

Work experience

Community experience

Decide how the council will be trained

Set a meeting schedule for the year

Collect contact information for each member

Review School Plan results from the prior year

Ask members to bring issues to the council

Identify the process and who will post required school website items

Everyone takes an assignment



Everyone Takes an Assignment

- Appoint a secretary (not the same as website secretary)
- Appoint a financial liaison
- Appoint a member to review school website requirements
- Appoint a member to create a timeline
- Appoint a member to review Rules of Order and Procedure
- Appoint a parent member liaison to the PTA/PTO
- Appoint sub-committees/task force chairs (as needed)
 - Digital Citizenship Requirement
 - School Safety Requirement
 - Other tasks the council would like to assume
 - Complete requests or address concerns
 - Include people not on the council
 - Report back to the council



Preparing For Each Meeting

Meet with the principal to set the agenda (email, phone, in-person) two weeks before the meeting

- Include the date, time and location of the meeting

- Include items from the timeline

- Include items coming from the council members

- Include reports from members about assignments

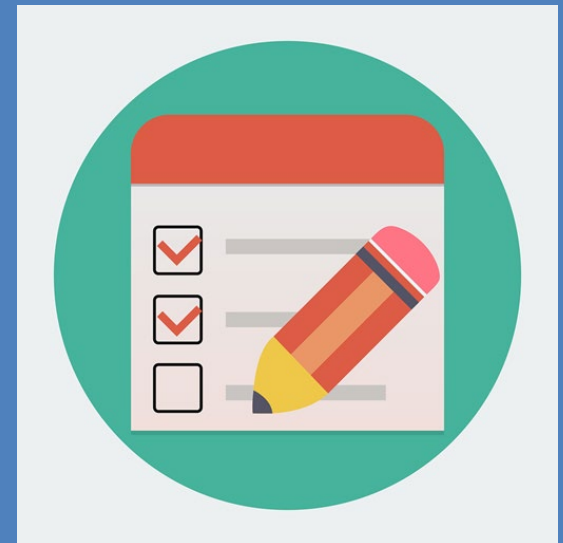
- Assign an estimated amount of time for each agenda item

- Identify who will provide the presentation – notify the presenter

- Identify possible action items on the agenda

Send the agenda and draft minutes for website posting at least one week prior

Send website links or documents as attachments to all committee members and possible presenters.



Conducting the Meeting

Manage the meeting

- Begin on time

- Follow the agenda

- Allow enough time for each agenda item

- Keep the council on task

- Move the agenda along to end on time

- Encourage all viewpoints to be heard

- Motions for action items – quorum present

In an ideal world all comments and motions go through the chair

- Council meetings may be more relaxed

The chair may delegate this assignment – best to conduct when present

