

SCHOOL COUNCIL TRAINING 2017-2018



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PURPOSE OF SCHOOL COUNCILS

To improve communication and participation of parents and the community in the management and operation of local schools.



GOALS OF SCHOOL COUNCIL

(Your Mission, Should You Choose to Accept It)



- Cooperate to solve difficult educational problems
- Improve academic achievement
- Provide support for teachers and administrators
- Bring parents into school-based decision making process
- Idea-sharing and mutual understanding of all concerns

Responsibilities

- **Board:** Management + Control of School
- **Principal:** School Leader
- **School Council:**
 - Provides advice
 - Makes recommendations
 - Gives assistance
 - Represents the community of parents and businesses



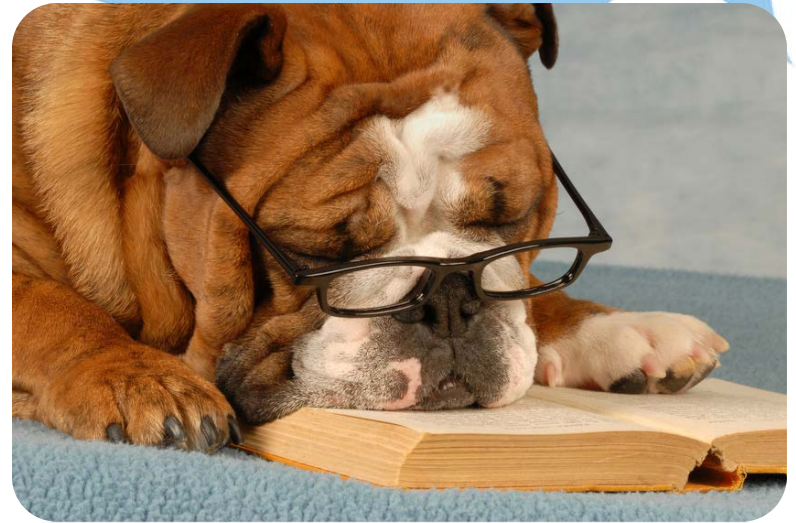
Annual Training

The Local Board shall provide an **annual training program** to assist schools in **forming a School Council** and to assist School Council members in the **performance of their duties.**



Training Program Shall Address:

- Organization of School Councils
- Purpose and Responsibilities of Council
- Applicable laws, rules, regulations, and meeting procedures
- Important State and local school system program requirements



Training Program Shall

- Provide a model School Council organization plan.
- Be offered to School Council members at least once per school year.



Whooooo Are the Members?



Members of the Council

- Managed by a minimum of seven (7) members of whom a majority shall constitute a quorum.
- Number of members specified in Council bylaws.



Members of the Council

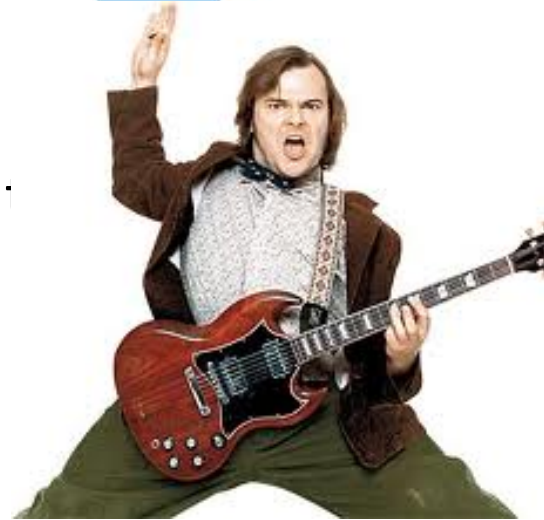
Members are:

- ❑ **A number of parents or guardians** of students enrolled in school so that parents/guardians make up a majority of the Council.
- ❑ **At least two parents shall be business persons.**



Members of the Council

- **Members Also Include:**
- At least 2 certified teachers
 - Not employed in administrative positions
 - Employed for a majority of the school segments (*i.e.*, 4 of 6 school segments) at school.
- The school principal



More on Membership...

Other members as stated in bylaws such as:

- Students
- Staff
- Representatives of school related organizations
- Individuals from the local business community
- Selection procedure for these members and the business members should be specified in bylaws.



More on Membership...

- Employees of the School System may only serve as parent representatives at a school where their child is enrolled ***IF*** they are employed at a different school.
- Member representatives are elected from the group they represent (except business members and principals).
- The Chairperson is elected.



Membership Term of Service

- Members serve for two years
- Council member term to be staggered
 - One half parent or guardian
 - One half business members
 - One half certified teachers
- Council members may serve more than one term.
- Term of office begins July 1 and ends June 30.



Membership Vacancies

- **Position is automatically vacated when:**

- Member resigns
- Member is removed by Council
- Member no longer meets qualifications

- **Elections for vacant spots**

- Held within thirty (30) days unless fewer than ninety (90) days remain in term (then position remains unfilled)



Elections



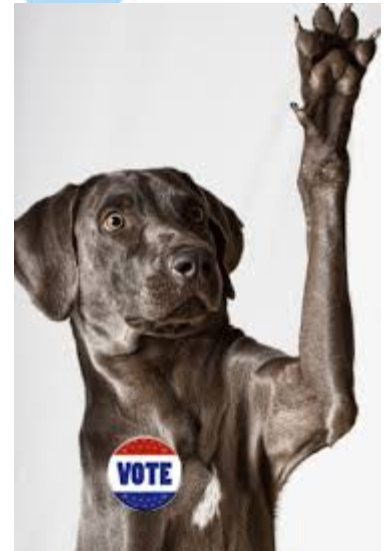
- **Provide two weeks public notice:**

- Principal calls meeting of electing bodies
- School Council bylaws shall specify
 - Month in which elections are held
 - Nomination and election process
- Electing body of parents
 - All parents and guardians eligible to serve as members
- Electing body for teachers
 - All certified teachers eligible to serve as members



Elections

- Electing body members specified in bylaws
 - All like persons or peers eligible to serve these positions
- Business Members
 - Not specified...



Who's In Charge Around Here?



Somebunny's
got to be...

Officers

- Officers are **Chairperson, Vice Chairperson** and **Secretary**
- Officers (including Chairperson) are elected by the Council at first meeting following election of members.
- Officers hold office for the term specified in Council's bylaws.



Officers

- **Chairperson**

- Presides at the meetings
- The Chairperson **shall be a parent member.**

- **Vice Chairperson**

- Performs duties of chairperson in absence or disability of chairperson
- Performs other duties Council may require



Officers--Secretary

- Attends all meetings
- Acts as Clerk
- Responsible for recording all votes and minutes
- Gives notice (causes notice to be given) of all meetings
- Performs other duties prescribed by Council



Role of the School Principal





Officers—School Principal

- **Creates School Council** by convening appropriate bodies for selection of members; **setting the initial agenda**, meeting time and location; and **notifying** School Council members of same
- **Performs all duties** required by law and the bylaws of the Council
- **Communicates Council requests** for information and assistance to Local School Superintendent



School Principal

- Develops **school improvement plan** and **school operation plan**
 - Submits plans to School Council for review, recommendations, and approval
- Assists in the **development of the agenda** for each meeting after considering suggestions of members and urgency of matters
 - Three or more Council members may request to have an item added to agenda

Role of the School Council



School Councils Are Advisory Bodies

Councils shall provide advice and recommendations to principal, Local Board (where appropriate) and Local Superintendent on any matter related to **student achievement** and **school improvement** including the following:

- Local Board policies
- School Improvement Plans
- Curriculum and Assessments
- Report cards issued or audits of the school as conducted by Office of Student Achievement



School Councils Are Advisory Bodies

- Development of school profile including data as identified by School Council to describe:
 - Academic performance
 - Academic progress
 - Services
 - Awards
 - Interventions
 - Environment
 - Other appropriate data
- School budget priorities, including school capital improvement plans



School Councils Are Advisory Bodies

- Reports from principal regarding progress on the school's student achievement goals (including specific grade levels and subject areas).
- Method and specifications for delivery of early intervention services or other services for under achieving students.
- Student discipline and attendance.



School Councils Are Advisory Bodies

- School-Community Communication Strategies
- Methods for Involving Parents and the Community
- Extracurricular Activities in the School
- School Based and Community Services



Flock Together!

- At meetings, all questions determined by majority vote of members present, representing a quorum.
- Council may appoint committees, study groups, or task forces.



Expectations for Council Members

- Maintain a school-wide perspective on issues.
- Regularly participate in Council meetings.
- Participate in information and training programs.
- Act as a link between the School Council and the community.
- Encourage the participation of parents and others within the school community.
- Work to improve student achievement and performance.



Immunity

School Council shall have same immunity as the Local Board of Education in all matters directly related to function of the Council.



RICHMOND COUNTY BOARD OF EDUCATION



Mr. Marion Barnes
Board President



Mr. Jimmy Atkins
Vice-President



Mrs. Venus Cain



Mr. Frank Dolan



Dr. Wayne Frazier



Mr. Charlie Hannah



Mr. Alex Howard



Mr. Jack Padgett



Mrs. Helen Minchew



Mrs. Patsy Scott

Role of Local Board

Local School Boards

- Provide all information requested by Council (provided it is not specifically made confidential by law) to include:
 - School site budget
 - Expenditure information
 - Site average class sizes by grade



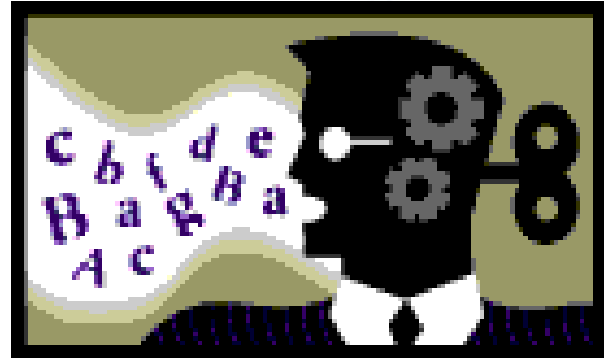
Local School Boards

- Employee of the School System to attend Council meetings as requested by Council for purpose of responding to questions regarding the information provided or actions taken by the Local Board.
- Central Office administration to be responsive to requests for information.



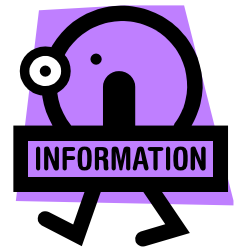
Local School Boards

- Local Board receives and considers all recommendations of the School Council and responds within 60 days.
- Includes annual report.



More on Local School Boards

- Give written notice at least seven days prior to a Local Board meeting to consider a Council report or recommendation
- Members of School Council afforded opportunity to present information to Local Board.



Alternatives

- Local Boards may allow an alternative to a School Council at:
 - Charter School
 - Alternative School
 - Psychoeducational Center
- If another governance body or advisory Council exists that performs a comparable function.



Bylaws: The Fine Print

- Adoption or revisions to bylaws require a 2/3 affirmative vote.
- State Board of Education shall make available model School Council bylaws.



Open Meetings Law



- Applies to the School Council
- Regular schedule
- Agenda needs to be available within two weeks of meeting.
- Summary of members present and matters acted upon must be posted within two days.

Meetings



- All meetings **open to public**.
- Council meets at least **four times annually** as specified in bylaws (at call of chairperson or request of majority of members of Council).
- **Notice** by mail sent to members and posted at least seven days prior to meeting on RCSS website.
- Subject to **Open and Public** meeting regulations.
- **Quorum** must be present to conduct official business.

Exceptions to Sunshine Law



- Attorney/client regarding potential litigation, settlement, claims, administrative hearings, or judicial matters
- Tax matters, if confidential by law
- Real estate sales and acquisitions, although there are record keeping requirements



Exceptions to Sunshine Laws

- Meeting to discuss hiring, firing, suspension, discipline or evaluations of employees
- Any other recognized exception (*e.g.*, student files, special education)

Minutes of Meetings



- Made available to public (at school office)
- Provided to Council members. (Each shall receive copy within 20 days of each meeting.)
- Must identify persons making and seconding votes and name of each person voting for or against agenda item.



Minutes of Meetings

- Executive Session minutes must be kept, but are confidential unless requested by a Judge.
 - They must specify each issue discussed.
 - If matter is attorney-client privilege, subject shall be identified, but not substance of discussion.
- Subject to law relating to the inspection of public records in same manner as local boards of education.



Open Records Request

- Three business days to provide or respond:
 - Personnel files
 - Financial records
 - Federal government exceptions
 - Certain medical records
 - Real estate records until purchase or abandonment
 - Confidential evaluations on employees
 - Trade secrets
 - Research data



School Council Code of Ethics



Just Amazing @ PerfectlyTimedpics.com

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School Council Code of Ethics

1. Maintain school-wide perspective and regularly participate in meetings and programs.
2. Serve as a link between School Council and community and encourage the participation within school community.
3. Work to improve student achievement and performance.



School Council Code of Ethics

4. Devote time, thought and study to the duties in order to render effective, credible service.
5. Work with members to resolve differences of opinions.
6. Base my personal decision upon all available facts, vote my conviction and uphold the final majority decision of the Council.



School Council Code of Ethics

7. Remember that I have no legal authority outside the Council meeting (school staff, local citizenry, and all media communication).
8. Resist pressure to use my position to benefit myself or another individual.
9. Recognize the importance of the Council in understanding and evaluating the educational programs of the school.



School Council Code of Ethics

10. Remember the primary function of the Council is to make recommendations regarding improving student achievement. The Principal, Superintendent and Local Board shall conduct the school's business.
11. Maintain confidentiality of information learned during the course of my service.



School Council Code of Ethics

12. Welcome and encourage active cooperation from others within the System to enhance school operations and proposed future improvement.
13. Strive to achieve ideal conditions for effective improvement.

A Word About Privacy



**FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT
(FERPA)**

FERPA Sherpa

The Intent Of FERPA Is To Protect The Privacy Of Students And Their Parents.

LAW REQUIRES STUDENT RECORDS TO BE:

- More Open To Parents And Students
- Less Open To Public
- Accurate
- Confidential



Personally Identifiable Information



- Any data or information which will identify the student, the student's parents or other family members.
- It also includes the student's social security number or a list of personal characteristics that would make the student's identity easily traceable.

“Educational Records” Are:

Those records, files, documents, and other material which:

- Contain information directly related to a student; and
- Are maintained by an educational agency.
- Includes grades, test scores, and special education, discipline, and Student Support Team/Response to Intervention records.



Family Educational & Privacy Rights

Sharing information with teachers and educators:

School records and student information **may be shared without parental consent with other school officials**, including teachers within the School System, who have been determined by the System to have **legitimate educational interests**.



Family Educational & Privacy Rights

Such access is limited to that information for which there is a legitimate “**need to know**” so that the educator can do his or her job.

Teachers and other staff who are not responsible for specific students clearly do **not** have access to those students’ records.



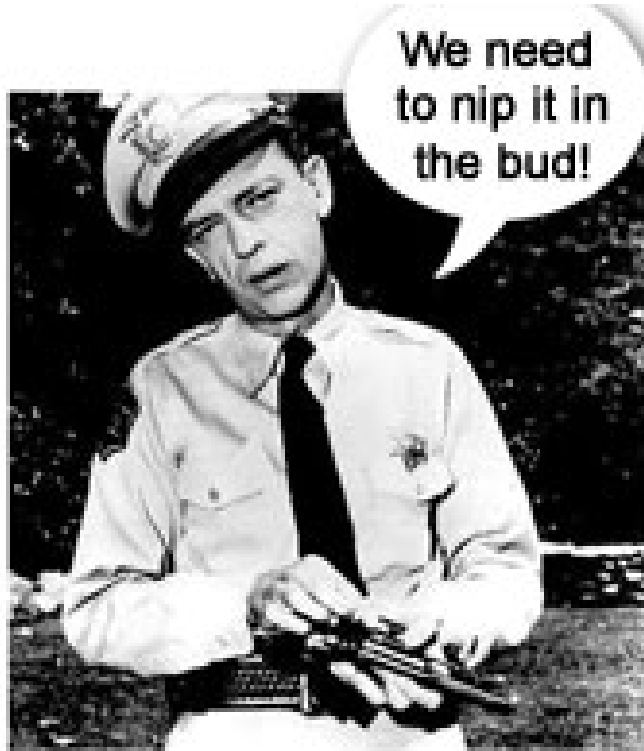
Family Educational & Privacy Rights

Sharing Information with School Councils

The primary role of School Councils is to improve student achievement; therefore, Councils may seek to review test data to determine achievement levels of various groups and subgroups of students.



Family Educational & Privacy Rights



Under FERPA, School Councils have little (if any) legitimate educational concern in personally identifiable information contained in individual student records.

Your FERPA Sherpa: What NOT to do!



DON'T discuss confidential information with students or other persons around.



DON'T discuss sensitive matters in identifiable or demeaning manner at cocktail parties.



DON'T post sensitive information on social networking sites.

School Council Training:



**Now that you have the
foundation...**

Let's Explore Your School Council Superpowers!



**Due to New Developments in State
and Federal Law...**



**School Councils are more vital to
school success than ever!**



AdvancED and Accreditation...oh my!

AdvancED Accreditation Engagement Review

**The AdvancED Accreditation visit
and review will be held on
February 25-28 2018.**



Why Accreditation Matters

ACCREDITED

Why does our school system go through the AdvancED accreditation process? How does it benefit us?

The accreditation process is for our benefit as a school system because it ensures that all schools are meeting high standards as designed through our Strategic Map and the school improvement process.

The accreditation gives us the tools, resources, and guidance we need, not to be just a “good enough” school system, but to assist our schools in continuing to improve by helping our students achieve academic growth and excellence.

AdvancED Performance Standards and Alignment

- The AdvancED performance standards are aligned to the school system's strategic map, in addition to the Georgia Performance Standards.
- There are two performance Rubrics that are also aligned to the standards to help provide measurable progress and an overall assessment of practices. The Rubrics act as a diagnostic tool, each consisting of four performance levels, that contain evaluative criteria related to concepts contained within the Standard statement.

1 Leadership Capacity Domain

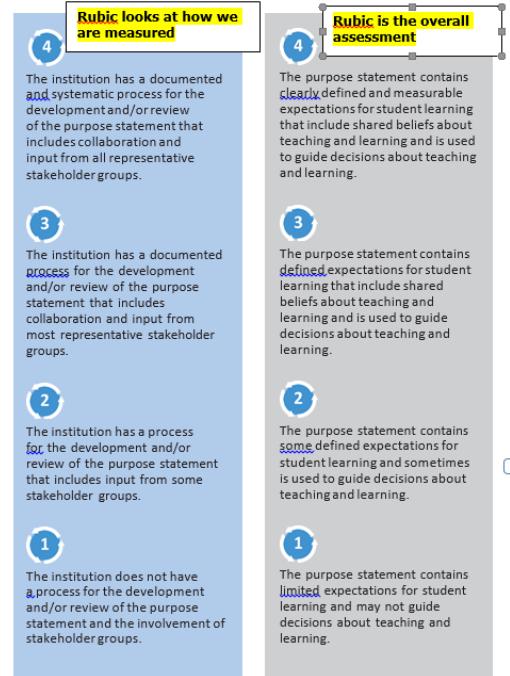
The capacity of leadership to ensure an institution's progress toward its stated objectives is an essential element of organizational effectiveness. An institution's leadership capacity includes the fidelity and commitment to its purpose and direction, the effectiveness of governance and leadership to enable the institution to realize its stated objectives, the ability to engage and involve stakeholders in meaningful and productive ways, and the capacity to implement strategies that improve learner and educator performance.

Standard 1.1:
The institution commits to a purpose statement that defines beliefs about teaching and learning, including the expectations for learners.

Operational Effectiveness Establish and monitor policies and procedures for effectiveness

Georgia District Performance Key Standard - POM 1 Uses a collaborative, data-driven planning |...

Evidence Examples:
Strategic Planning Process
CNA Alignment
Aligns to CNA Standard 2.2.1 (Standard 1-Vision and Mission)-Operational



AdvancED Domains

1. Leadership Capacity Domain

Mission and Vision
Policies
Continuous Improvement Cycle
Procedures
RCBOE-Codes of Ethics
Leadership Training
Stakeholder feedback

3. Resource Capacity Domain

PL
Induction, Mentoring, Coaching
HR-personnel-recruitment and retention
Digital Resources
Resource Management-Budgeting
Budgeting

2. Learning Capacity Domain

Curriculum
Assess Programs
Learning Strategies
TAA
Evaluation
Career Planning
Data to identify learner needs



AdvancED Next Steps

- Schools are selecting AdvancED teams
- Schools and Departments have regularly scheduled AdvancED Team Meetings
- Schools and Departments are working to gather information that addresses each standard to have evidence available to share during the Team Visits
- The Mission, Vision and Belief Statements are posted throughout all facilities (School Buildings, Departments and Central Office Building)
- Schools and Departments are working to ensure all policies and procedures are current, posted on websites and readily available.



CCRPI: College and Career Ready Performance Index

- ▶ CCRPI is a comprehensive school improvement, accountability, and communication platform for all educational stakeholders that will promote college and career readiness for all Georgia public school students.

– from GaDOE website
- ▶ CCRPI performance is used by the State to measure student achievement and school climate.

**How do school systems raise CCRPI
and how are we held accountable?**

SCHOOL CLIMATE

GADOE says School Climate is ...

The quality and character of school life that is based on the patterns of students', parents' and school personnel's experiences of school life.



SCHOOL CLIMATE

Schools with positive climates tend to have better test scores and graduation rates.

Georgia is the First State to include **SCHOOL CLIMATE** as an early indicator and component of its academic accountability!



THUMBS UP!

SCHOOL CLIMATE STAR RATINGS

1-5 Star Rating with 5 = EXCELLENT



Rating is based upon:

- ▶ **School Climate**
- ▶ **Student Discipline**
- ▶ **Safe and Substance-Free Learning Environment**
- ▶ **Attendance**

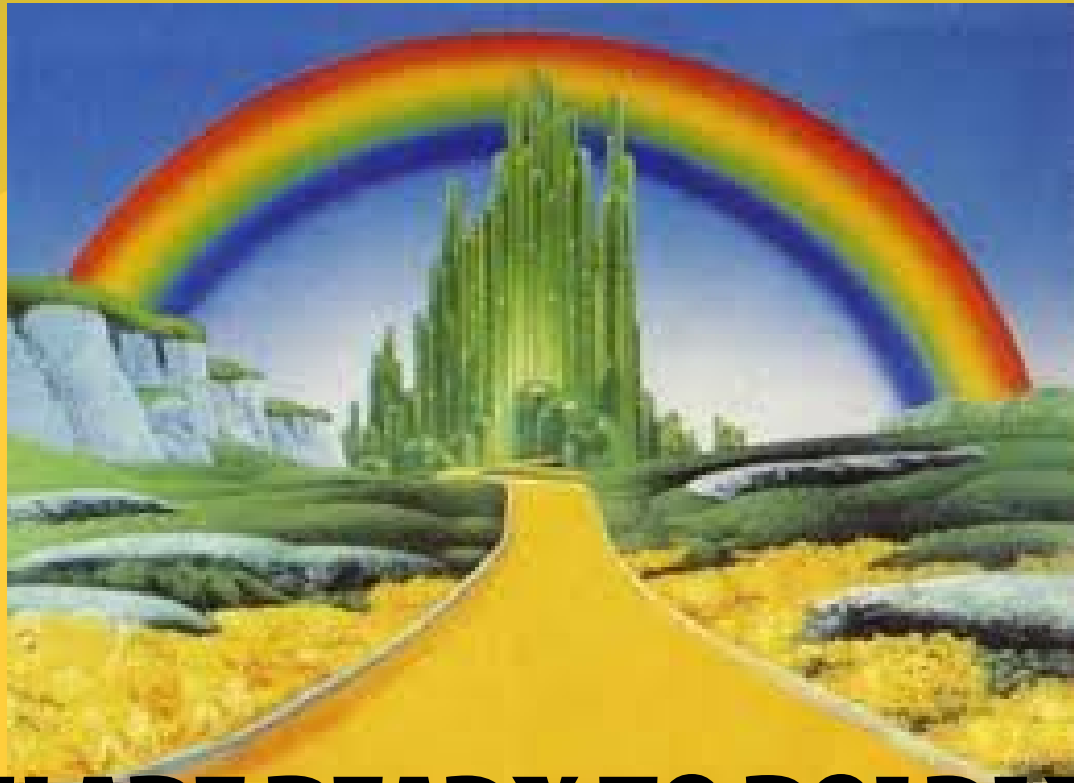
How can School Councils help your school rate great?

- **Participation in the PBIS System**
- **What is PBIS?**
 - **Positive Behavioral Interventions and Supports**
- **Reduces Disciplinary Incidents**
- **Improves School Climate**
- **Monitoring student absences is very important.**
- **This score affects your School Climate Star Rating.**

Heading for Emerald City



SCHOOL COUNCIL TRAINING



YOU ARE READY TO BOLDLY GO...