

**The Bakersfield City School District
The Advisory Bulletin**

To: K-8 Principals, Specialist, Facilitators, Designees	Date: August 16, 2007	No.080064
Subject: School Site Council (SSC) Implementation Procedures		
Prepared By: Patty Silva, Community Relations Liaison, Instructional Support Services Reviewed By: Ruth Van Worth-Rogers, Supervisor I, Instructional Support Services		Page 1 of 2
Approved By: Dr. Ruth Holton, Assistant Superintendent, Instructional Support Services		



SCHOOL SITE COUNCIL (SSC)

Implementation Procedures

Each SSC must meet before September 20, 2007 to establish the following:

- Composition of Membership- Elect any new members needed. K-6 schools must have SSC's comprised of ½ parents members, and ½ staff members; 7-8 schools must have SSC's comprised of ¼ parents, ¼ students, and ½ staff.
- Elections: Refer to your schools bylaws for the legal procedures to follow when conducting your elections. Parents elect parents, teachers elect teachers, other school personnel (any staff member who is not the principal or a classroom teacher) elect other school personnel, junior/middle schools, students elect students. Schools must keep ballots for at least 5 years.
 - Results of elections must be reflected in your SSC minutes and be detailed on the composition form, with positions noted on the form.
- Schools must have a minimum of 8 meetings, with established regular monthly SSC meeting dates, time and location for each month of the school year September 2007 to May 2008.
- Send a copy of the following to your district liaison (see attached) by September 26, 2007:
 1. A completed list of SSC dates for 2007-2008
 2. A completed copy of your SSC composition form
 3. A copy of your first SSC meeting agenda, sign-in, and minutes
 - a) Minutes must be signed and clearly indicate membership names and officer elections. If new personnel positions were added for the 2006-2007 school year, the position(s) and responsibilities of that position must be documented in the minutes of the first SSC meeting.
 - b) Subsequent SSC meeting agendas, sign-in, and minutes should be sent to your district liaison assigned to your school.
 - c) If your membership changes resend your composition form to your assigned district liaison, along with the minutes and approval of changes. Changes must be filled according to your SSC bylaws.
- All meetings should be held at a time that is convenient for parents, teachers and staff.
- SSC templates can be found on the BCSD website under, Departments - Instructional Support Services – Parent Involvement – School Site Council

SSC documentation is required for funding compliance. If you have any questions please call your assigned district liaison.



**Bakersfield City School District
Instructional Support Services**



**Community Relations Liaisons Assignments
2007-2008**

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DLS Team Olcott

Casa Loma
Franklin
Harris
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McKinley
Munsey
Pauly
Wm. Penn
Roosevelt
Downtown
Curran
Emerson
St. Francis
Guadalupe

DLS Team Capilla

Chavez
College Heights
Eissler
Fremont
Harding
Longfellow
Nichols
Noble
Owens Intermediate
Owens Primary
Thorner
Chipman
Compton
Washington

DLS Team Fulenwider

Evergreen
Garza
Hort
Jefferson
Horace Mann
Mt. Vernon
Pioneer
Voorhies
Wayside
Frank West
Williams
Sequoia
Sierra
Stiern/Three R's

The following is a list of the mandatory services provided for compliance and additional services you may request.

Services provided:

- review monthly SSC minutes and maintain district documentation
- verify meetings of SSC/SAC
- verify committee composition
- provide appropriate training of SSC/SAC
- verify election procedure of various committees/councils
- verify involvement of SSC members, including parents, in the analysis of school data, determination of school needs, actions of the school plan and related budget expenditures

Services you may request:

- assist with facilitation your regular SAC/SSC meetings
- assist schools to develop strategies to involve parents and increase the quality of parent involvement
- assist with site sponsored Parent University classes
- assist with recruitment of parents from your school for Parent University
- assist with training of aides, teachers, support personnel on techniques to effectively work with parents
- assistance with coordination of a parent volunteer program at your school site
- assist with training parents to serve as volunteers in the classroom
- assist with parent activities development
- assist with the development of flyers, newsletters, letters, and communications to parent