

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

To: K-8 Principals, Specialist, Facilitators, Designees	Date: August 21, 2008	
Subject: School Site Council (SSC) Implementation Procedures		
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**SCHOOL SITE COUNCIL (SSC)
Implementation Procedures**

Each SSC must meet before September 15, 2008 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 does not have an attendance rooster and is not the principal) elect other school personnel, junior/middle school students elect students. Schools must keep ballots for at least 5 years.
 - Results of elections and nominations must be recorded in your SSC minutes and 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 2008 to May 2009.
- Send a copy of the following to your district liaison (see attached) by September 25, 2008:
 1. A completed list of SSC dates for 2008-2009, if changes are made resubmit a new meeting date list.
 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 2008-2009 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



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Noble

Owens Intermediate

Owens Primary

Thorner

Chipman

Compton

Washington

Casa Loma

Franklin

Harris

Hills

McKinley

Munsey

Pauly

Wm. Penn

Roosevelt

Downtown

Curran

Emerson

St. Francis

Guadalupe

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
- provide a monthly monitoring sheet of documents received

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