



SCHOOL COUNCILS

ROLES & GOALS

FACILITATOR - Ensures that meetings will be productive by allowing all members to have the opportunity to provide input, utilizing Robert's Rules of Order (suggested), properly setting the agenda, and clearly stating the expectations of meeting. Responsible for posting of agenda and informing stakeholders of scheduled meetings

SECRETARY- Responsible for taking minutes, making them available in draft format within 3 days of meeting (library, posting on website, principal's secretary). Also responsible for maintaining all documentation and pertinent records of school council (agendas, minutes, constitution and bylaws, school council roster of members, etc.).

PRINCIPAL - Instructional leadership, supervision and evaluation of staff, management issues, day-to-day operations, etc. Provides all necessary information, data, and support for school councils to make informed decisions.

TEACHERS - Elected by teachers. Represent certified staff by communicating with teachers to gain input and to provide feedback regarding school council decisions. Encourages others to attend and observe meetings.

PARENTS - Elected by parents in equal number to teachers. Represent all parents by communicating with them to gain input and to provide feedback regarding school council decisions. Encourages others to attend and observe meetings.

CLASSIFIED/SUPPORT STAFF - Elected by support staff. Represent all support staff by communicating with them to gain input and to provide feedback regarding school council decisions. Encourages others to attend and observe meetings.

SCHOOL COMMUNITY MEMBERS - School Councils may set up a system in their bylaws which allows for the selection of a community member or members.

STUDENT(S) – HIGH SCHOOL LEVEL ONLY - High schools must allow for student representatives. Students along with the school council may determine how students are selected to serve. This process must be included in the bylaws.

GOALS – School Councils are expected to base decisions on the needs of students and in accordance with the TUSD Strategic Goals. School Councils shall work collaboratively with staff to achieve site goals. Councils may decide to set between 3-5 goals for the year. These are the areas of decision making for school councils.

- School Accountability Plan – School Councils must be informed and able to approve SAP.
- 301 Classroom Site Fund Plan – School Councils must be informed and able to approve 301 plan
- Staff Development Plan and Calendar – School Councils approve calendar.
- Undesignated Tax Credit Monies – School Councils have complete accountability to allocate.
- School Student Discipline Plan – Participate and assist in implementation.
- School Interview Committee Policy – School Councils must be included in each interview process.
- Budgetary Priorities – Determine how best to utilize the allocation of resources from the District to meet the needs of students.