

Malden Public Schools School Site Council Training

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Agenda



1. Welcome!
2. Define School Site Councils
3. Who is in the School Site Council?
4. What does a School Site Council Do?
5. What is a School Improvement Plan?
6. What does a School Site Council NOT do?
7. Overview of Open Meeting Laws
8. Internal Accountability?
9. Is this a School Site Council decision?

“A school council is a representative, school building-based committee composed of the principal, parents, teachers, community members and, at the secondary level, students, required to be established by each school pursuant to Massachusetts General Laws Chapter 71, Section 59C” (Education Reform Act)

Malden School Committee Policy BDFA – SCHOOL COUNCIL POLICY

Under this policy, the principal shall have primary responsibility for the management of his or her school. Such school level decisions must be aligned with the long and short term goals, budget, policies and the curriculum adopted by the Malden School Committee. In addition, decisions must comply with state and federal law and regulations and with negotiated contracts of the Malden Public Schools.

Who is on a School Site Council?



- The school council shall strive to be broadly representative of the racial and ethnic diversity of the school population.
- The school Principal shall co-chair the council.
- There will be a minimum of two (2) teachers from the school on the council.
- The number of parents will be equal to the number of teachers plus the principal.
- The parent representatives should be elected by parents of students attending the school who shall be chosen in elections held by the local recognized PTO/PTA under the direction of the Principal.
- There will be a minimum of one (1) student from the high school on the Malden High School Council elected by the student advisory council.
- There will be a community representative on the council.

What does a School Site Council do?



- Adopting educational goals for the school, consistent with state and local policies and standards.
- Identifying the educational needs of the students attending the school.
- Reviewing the school buildings' annual budget.
- Formulating a school improvement plan for the school membership.
- Meet at least once a month (Open Meeting expectations later in this presentation)

School Improvement Plan

Submitted annually to the District School Committee for *each* school

- Consist of the educational goals for the school consistent with the goals and standards, including student performance standards, as adapted by the Massachusetts Board of Education and by the Malden School Committee.
- Assess the needs of the school in light of the proposed educational goals.
- Formulate the school improvement plan to accomplish such goals.
- Address needs to improve students' performance.
- The plan shall include an assessment of the impact of class size on student performance and shall consider student to teacher ratios and other factors. The plan shall utilize available adult resources and may include a scheduled plan for reducing class size.
- The plan shall address professional development, the allocation of professional funds in the annual school budget and the need for training and skills in second language acquisition and in working with culturally and linguistically different student population.

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School Improvement Plan

Submitted annually to the District School Committee for *each school*

Continued

- Address the enhancement of parental involvement in the life of the school, safety and discipline.
- Address the establishment of a welcoming school environment characterized by tolerance and respect for all groups.
- Address extra-curricular activities.
- Address the development of means for meeting the diverse learning needs of as many children with special and bilingual needs currently assigned to separate programs, within the regular education programs at the school.
- Address further issues as the principal in consultation with the council, shall deem appropriate except that:
 - The council shall have no authority over matters that are subject to Chapters 150E, the Collective Bargaining Law, and
 - The council may not expand the scope of its authority beyond that established by law or granted by School Committee policy

Approval of the School Improvement Plan

1. Focus on improving student learning;
2. Specify expected student outcomes and measurable/observable results;
3. Align with the Malden School Committee mission statement, goals and action plans as adopted by the school committee;
4. Be consistent with state and federal laws, school department policy, established curriculum and negotiated contracts;
5. Be developed in consultation with the school council with input from school staff and others in the school committee who are affected by the plan;
6. Include a communication plan for granting broad committee input and support for the plan;
7. Indicate anticipated costs and available funding sources; and
8. Delineate the method of evaluating and reporting progress and results.

What School Site Council doesn't do



- Govern labor relations and collective bargaining for public employees including teacher contracts.
- Discuss nor review collective bargaining topics including, but not limited to: compensation, workload, conditions of work and worker evaluation procedures
- Determine or make changes to the budget

Open Meeting Laws



- Hold all meetings in public and allow anyone in attendance to audio and/or video-tape the proceedings as long as it is not disruptive to the meeting.
- Keep minutes indicating the date, time, place, members present and absent, and actions taken.
- Adhere to a quorum, which is to be defined as a majority of the council members.
- Each School Council meeting notice needs to include date, time, location and an agenda and be on the relevant school letterhead.
- There is no public comment during SSC meetings.
- School Council meeting notices need to be provided to School Committee Clerk at least 4 working days prior to the meeting so that it can be posted at the City Clerk's office and on the school website.

Other Important Notes...

School committees can provide local guidelines for the identification of community organizations and constituencies from which non-school members of councils could be selected. These organizations and constituencies, which could include higher education, cultural and human service agencies, business, senior citizens, etc., could be invited to recommend individuals who would be interested in serving on councils.

School councils are considered municipal agencies and their members, although they serve without compensation, are considered municipal employees for purposes of the conflict of interest law.

The Superintendent and Assistant Superintendent must be invited if additional partners or special guests are part of the agenda. This includes including district staff.

Internal Accountability



Membership: Is the council reasonably representative of the socio economic and ethnic make-up of the school community?

Internal functioning: Do council meetings have good attendance? Does the council reach closure on important issues?

Representativeness and communication: Did the council involve the larger community in its work? Have other members of the school community asked for time to make presentations to or meet with the council? Is the school community aware of the council's "product," i.e., the school improvement plan? How is information about this plan communicated?

Resource enhancement: Has the council used its outreach ability and the involvement of its community members to establish links with groups that could make potential contributions to improving the school? These contributions could include new perspectives, skills, in-kind contributions of time and knowledge, and material resources.



Questions?

Questions asked during training

Is there a public comment period at School Site Council meetings?

- No. However, if you would like a topic discussed or to present at the meeting, you may request to be added to the agenda by the co-chairs. Please remember that the agenda must be posted no later than 4 working days prior to the meeting, so we recommend reaching out at least a 7 working days in advance.

Are school committee members allowed on site councils?

- Yes, provided they are serving as a parent/caregiver representative. This requires the school committee member to have a child enrolled in that particular school.

I thought the number of teachers on SSC was determined by the number of teachers in the collective bargaining unit at the school.

- In Malden, the requirement is a minimum of two (2) teachers from the school on the council. If the number of teachers is greater than 2, the number of parents must be equal to the number of teachers plus the principal.

Is this a School Site Council decision?

- Approving fundraisers for the school
- Reviewing aggregate data related to attendance and academic performance
- Addressing concerns about a specific staff member
- Make policy decisions for the school
- Change the school hours
- Serve as members of the interview committee for potential staff
- Represent the school site council in submitting policy recommendations to the Superintendent and School Committee

