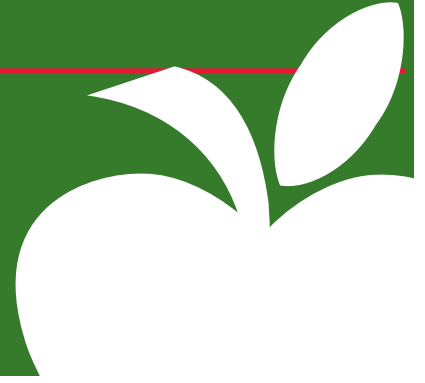
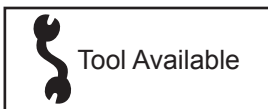


Site Council



- Site Council Defined
- Organization of Site Council
- Site Council Topic Considerations
- Best Practices
- Resources
- Tips for Recruiting and Maintaining Site Council Memberships



Family Engagement Guide to Site Council is produced by the Parent and Community Connection Team of Wichita Public Schools.

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Site Council Defined

Definition: Site Council is a visionary group, mandated by state and district policy, whose purpose is to support the continuous improvement of schools by: capitalizing on opportunities that will improve student performance; promoting a safe and respectful climate for learning; and embracing the community as partners in our work.

Organization of Site Council

- Site Council is encouraged to meet monthly during the school year, but no less than four times per school year.
- Site Council should consist of 6 to 12 members, including parents, business representatives, community members, support staff, teachers, school administrators and students.
- Site Council meets at a time that is most convenient for parents and community members to attend.
- A parent or community member should serve in the roll of chairperson.
- Membership should be an accurate reflection of the school's population.
- Parent and community membership should exceed school staff membership.
- The principal reports the names of the members of the Site Council to the appropriate assistant superintendent by October 15, each year.
- Effective Site Councils have an elected chairperson, co-chairperson and secretary.



The focus of the Site Council is student achievement and school improvement. All recommendations should be researched and data-driven.

Tips for Recruiting and Maintaining Site Council Memberships

One of the main challenges with a Site Council committee is recruiting (staff, parents, community partners) and maintaining those memberships.

The following tips in the table below are recommendations to support these efforts.

Site Council Topic Considerations

Site Councils can take a proactive approach by being more than an advisory team but a team of leaders.

- Recruiting for new members during parent events/activities.
- Be a positive ambassador for the school.
- Research and support new initiatives for the school.
- Evaluate and offer suggestions for improving a specific area of concern at the school.
- Focus on developing and maintaining community relationships.
- Assess school safety concerns.
- Use school data to help increase student achievement.
- Address school and/or district budget to educate school stakeholders.

Best Practices

- Evaluate the effectiveness of Site Council by having members:
 - complete a reflection form after each meeting.
 - complete an end-of-the-year Site Council Member survey.
- Schedule Site Council training at your school.
- Invite members to participate in district Site Council training.

Resources

- Site Council Training Binder I
- Site Council Training Binder II
- *The Family Engagement Guide to Site Council.*

MEMBER GROUPS	RECRUITING MEMBERSHIP	MAINTAINING MEMBERSHIP
FAMILY MEMBERS	Have a sign-up booth during Enrollment, Open House and Parent Teacher Conferences.	Acknowledge the families who attend in the school newsletter or on the school's marquee.
	Announce upcoming meetings in the school newsletter or with ParentLink calls.	If a family member misses a meeting, follow up with a phone call letting them know that they were missed. Offer to send them the minutes from that meeting.
	Make phone calls to personally invite families.	Personally thank family members who attend by sending a note or making a personal phone call.
	Have school staff "personally" invite parents or community members to the first meeting.	Make Site Council more than a "sit and get". Involve members in problem solving for school improvement.
	Utilize the Site Council Invitation Card tool available on the Family Engagement portal.	Value the input and suggestions of family members.
STAFF MEMBERS	Site Council could serve as one of the staff's required nights. Staff members could choose to attend at least one Site Council meeting a school year.	Send thank you cards or notes to those who attend or present.
	Leadership team members or grade level team members could be invited to rotate attendance at Site Council meetings.	Acknowledge those who attended in the school newsletter or at a staff meeting.
	Invite staff to share or present information to the Site Council.	Acknowledge staff during a Volunteer Appreciation Celebration event. Value the input and suggestions of staff members.
COMMUNITY PARTNERS	Community Porch Visits could be done to invite business and community members.	Acknowledge business and community partners in the school newsletter or marquee.
	Outdoor realtor-type signs or the school marquee could be used to advertise your next meeting.	Make Site Council more than a "sit and get". Involve members in problem solving for school improvement.
	Employers of family members could be invited to attend Site Council meetings.	If a community member misses a meeting, follow up with a phone call letting them know that they were missed. Offer to send them the minutes from that meeting.
	Personal invitations that share the school's vision or mission as well as needs could be sent to community businesses.	Personally thank community members who attend by sending a note or making a personal phone call.