****

**Section IV: Site Council Evaluation and Reporting**

In order to determine the effectiveness of Site Council, it is important to collect evaluation data from its members, allow members to reflect on the progress of the group and provide members with the opportunity to report their activities to other stakeholders. By taking the time to reflect, evaluate and report, Site Council members will be better able to drive the efforts of the group in a direction that is most impactful for the school community.

**Goal for Evaluating and Reporting Site Council Initiatives**

*Participants Will:*

* Discover tools that can be used to evaluate the effectiveness of Site Council activities and initiatives.
* Learn the importance of sharing Site Council projects and initiatives with other stakeholders.

**Background**

Evaluation and reflection are vital in determining the effectiveness of Site Council. Collecting evaluation data from Site Council members will provide insight on what was done well and what needs to be improved on for next time. Collecting reflections after each meeting can assist in determining what was most meaningful to Site Council members and will give immediate feedback to be used for planning the next meeting.

There are two tools that can be used to assist in the evaluation process:

* Site Council Member Survey: this survey can be used at the end of the school year to evaluate the overall effectiveness of Site Council.
* Site Council Meeting Reflection: the reflection is designed to be used at the end of each meeting time and will allow members to reflect and give feedback on that day’s meeting.

After members complete the surveys, it is important to analyze and discuss the results of the surveys. Determine how Site Council can be more effective by having an open dialogue about future plans.

Communicating with other stakeholders is also important. Many times, the work of Site Council is seen as independent of the goals of the school. Other teams in the school are not aware of the activities of the Site Council and, therefore do not see the value added by the group. By providing Site Council the opportunity to report their projects and outcomes, the group can communicate their relevancy to other school goals and initiatives. The Site Council can report to the entire school or to other teams such as the Family Engagement Team or Leadership Team at the end of their planning cycle.

Handout #1 – Site Council Member Survey

Handout #2 – Site Council Member Reflection

Handout #3 – Site Council Year End Report