

# Parents for Public Schools

**School Governance:  
School Site Council (SSC)**  
*Module 4 Elections, Meetings and  
Bylaws*

*Helping parents and educators  
become partners in improving  
student achievement*



# Parents for Public Schools - SF

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- a nonprofit organization
- funded by donations from parents and organizations
- supporting public education.

PPS-SF is a parent to parent network building and ensuring quality public schools for all children in San Francisco.

# PPS -- Parent to Parent Network

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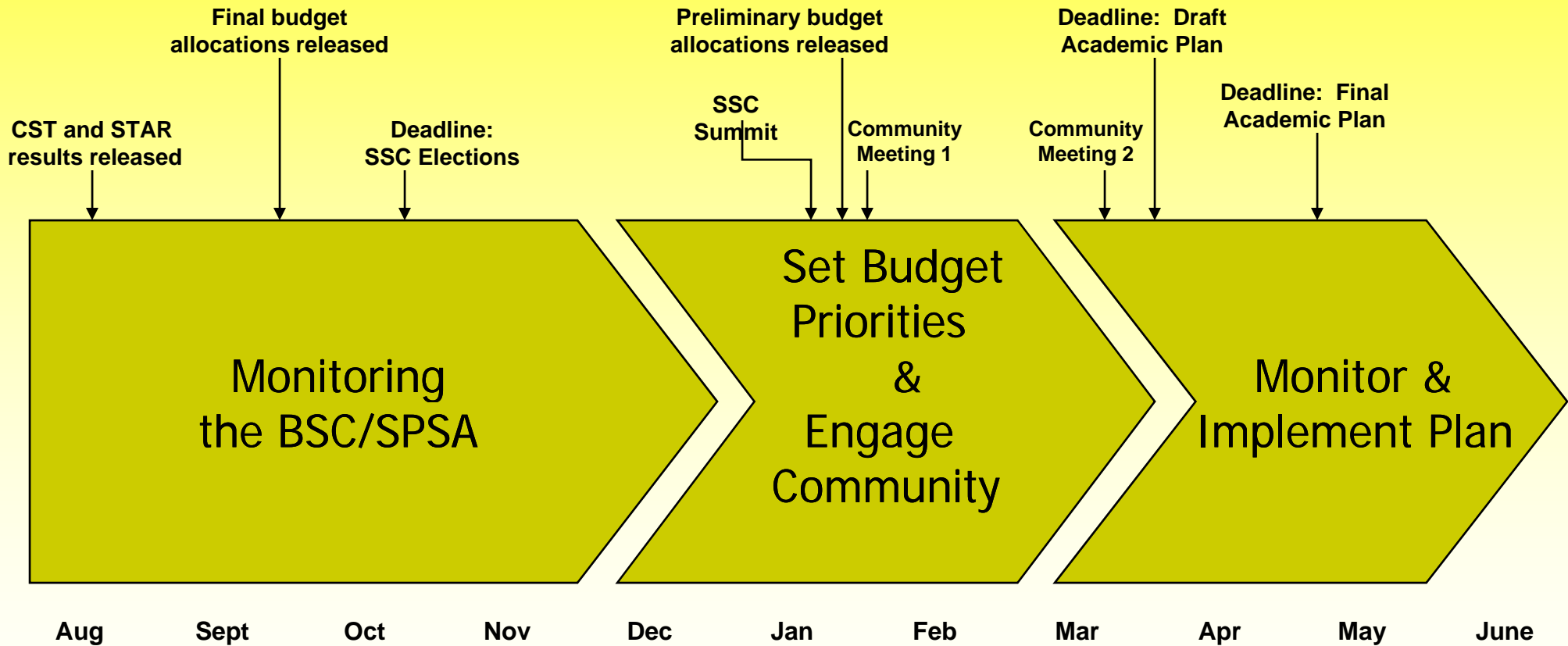
- Changing perceptions of public schools
- Helping parents enroll in public schools
- Developing and supporting parent leaders
- Advocating for quality public school education.

# This Module Covers



- Creating an effective School Site Council
  - Rules
  - Elections
  - Meeting management

# SSC Timeline



# SSC Bylaws



- SFUSD's bylaws template contains the necessary structure for running an efficient & effective SSC.
- You can customize them for your SSC.

Bylaws should be filed at the school.

Submit bylaws to State and Federal Programs at SFUSD.



# SSC Bylaws



## Required:

- Name of organization
- Objective of organization
- Membership and elections
- Officers
- Committees
- Duties of Members
- Meetings
- Amendment procedures



**Club Bylaws**

# SSC Bylaws



A word on “*quorum*”:

- A quorum is the minimum numbers of members who must be present for the SSC to conduct business ...  
... to make decisions, take a vote.

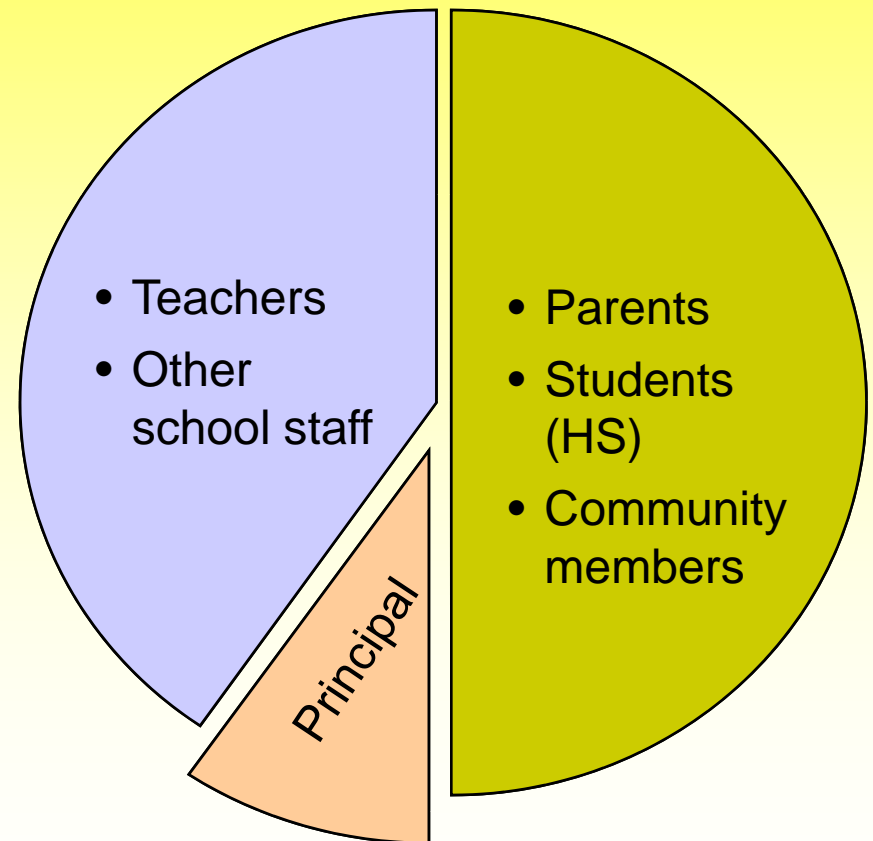


# Parent Elections



## Parent Elections:

- All parents and community members are allowed to run.
- All parents/guardians are allowed to vote.



# SSC Checklist: Parent Elections



## Before the Election

- Publicize election
  - Solicit participation of parent/community candidates in running and voting for SSC.
- Determine procedure for collecting and counting ballots.
- Create and distribute ballots.

## During the Election

- Ensure all parents and guardians have opportunity to vote.
- Collect ballots.

## After the Election

- Count ballots
  - Keep ballots on-file at school.
- Notify school community of election winners and alternates.
- Review bylaws.
- Elect Chair, Vice Chair, Secretary, Parliamentarian (optional) at first meeting

# Meeting Management



PARENTS  
*for*  
PUBLIC  
SCHOOLS



# Meeting Management



## The role of the Chair:

- Set the agenda with the Principal
- Make sure all members' voices are heard
- \*Keep the group focused on the agenda
- Sum up discussions and propose decisions
- Speak last
- Be a leader – it's your job!



# Meeting Management



## The role of SSC members:

- Attend meetings regularly
- Prepare for meetings:
  - Become familiar with the Academic standards, your school's performance against the standards, the Academic Plan, and the Budget
  - Engage the entire school community, and gather input
- Be ready to make tough trade-offs and difficult decisions
- Participate actively in meetings:
  - Speak up!
  - Listen!
  - Ask questions!

# Meeting Management



## Meeting Preparation

- Ensure meeting notice and agenda are posted at least 72 hours prior to meeting
- Give a copy of the agenda to every member, & stick to it.
- Set an agreed time for adjournment.



# Meeting Management



## Making Decisions

- Set the protocols for decision-making
  - Will “majority rule”? OR
  - Will decisions be reached through “consensus”?
    - What if consensus is not reached?
      - Will decisions be postponed?



# Meeting Management



## Community Engagement

- SSC meetings are public – anyone can attend.
- Make sure the school community knows when, where, & why the SSC is planning to meet
  - Post an agenda at least 72 hours before the meeting.
  - Look for opportunities to boost meeting attendance
- Make sure the community knows what business occurs in each SSC meeting
  - Record and file meeting minutes



# SSC Checklist: Meetings



## Before the Meeting

- Create Agenda
  - Briefly describe each item of business.
  - Include time for public comment.
- Assign meeting roles
- Post the agenda at least 72 hours prior to the meeting.

## During the Meeting

- Transact business
  - Only transact items on the posted agenda.
- Record minutes
  - Items discussed and recommendations made
- Vote on each action item

## After the Meeting

- Keep meeting minutes and agenda on-file at the school.
- Send reminder for following meeting.

**Thank You**



**For more information, please contact:  
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