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## Conducting School Site Council Elections

### Suggested Steps to conduct School Site Council Elections:

1. Review Greene Act Requirements (**provided within this document**).
2. Have one large School Site Council organizational meeting inviting as many people as possible.
  - Post signs outside on the building
  - Make personal contacts before and after school
  - Make phone calls
  - Send out notices or have someone from the site spend time encouraging parent attendance (**Involved parents can help with this**)
3. Explain council's role regarding the school plan and budget.
4. The best way to select/nominate members to the council is to send parents/guardians of students attending the school a ballot, that includes the names of nominated parents/guardians and/or community members. Be sure to explain to the parents that you may have to move their names to an alternate position in order to be complaint (**see Exhibit A**). Parents can also nominate someone if that person has agreed to serve.
5. Teachers only vote for teachers, parents only vote for parents and community members, others vote for others.
6. Provide translations of all documents.

### Parents' Ballot

1. Develop appropriate letter/ballot to send home in English or parents' home language indicating that they can add additional names to the ballot. Make sure you indicate a due date on the letter. Ask the parents to vote for however many parents needed to site on each council.
2. Consider these methods for distributing ballots to parents: Attach ballot to newsletter. Send letter home with students that includes the ballot.
3. As the ballots come in, place them in the ballot box in the school office.
4. After the ballots have been counted, send out congratulatory letter to each council member elected and a notice listing the Site Council's membership to parents (**see Exhibit A**).



5. Send out letters to notify everyone who has been elected to the School Site Council.

**Please note:** Other than the principal, all stakeholder representatives should be elected by their peers (parents and community members elected by parents, students elected by student, classroom teachers elected by classroom teachers, and “other” elected by school employees who are not classroom teachers).

### Teachers’ Ballot

Teachers should meet to discuss who is interested in serving on the SSC then develop a written ballot announcing the names of staff members who are interested in serving and/or requesting further nominations. Paper-ballot elections should be conducted.

When practical, the classroom teacher election should be conducted by a certificated staff member who is charged with the responsibility of maintaining the paper trail for compliance audit. (i.e. Program Facilitator, Resource Teacher, etc.) If there is no such certificated staff member, one should be recruited to conduct the SSC election for classroom teachers. In order to avoid the appearance of bias, in no case should nomination and balloting for the teacher election be conducted by an administrator. It is advisable to make sure that at least two certificated staff members participate in ballot counting. In most cases, both will be SBTA members, and one may be an SBTA site representative.

**Be sure to keep explicit minutes describing the election process. Ballots are kept for 5 years.**

**“Other” Ballot** Classified: The election process is the same as for the teachers. The principal asks staff members to meet and discuss nominations for the position of “other” and to run for the Site Council position. “Others” develop a ballot or announce the names at a meeting requesting further nominations. Vote using ballots and placing them in a designated place. Again, it is advisable to have at least 2 others count the ballots.

**Be sure to keep explicit minutes describing the election process.**

### Students’ Ballot

Students are required to participate on a high school SSC and may do so for middle school. Similar to the parent selection process, all students may nominate themselves or other students to serve. Once the nominations have been collected and ballots created, the results should be counted by at least 2 staff members and kept for 5 years for any review purposes.

After the elections, the SSC will meet to elect a chairperson, vice-chairperson, and secretary if these positions are not filled at the time.

Give each council member a notebook to keep Bylaws, minutes, agendas, and handouts from meetings.



Once established the School Site Council will elect specific individuals to run for a position on the district-wide Local Control Advisory Committee. These representatives will join others from each school in the district and compete to serve on the Local Control Advisory Committee.

## The Greene Act for School Site Councils & Committees

### REQUIREMENTS: SB355/EC35147

- Any meeting held by a council or committee shall be open to the public.
- Any member of the public shall be able to address the council or committee during the meeting on any item within the subject matter jurisdiction of the council or committee.
- Notice of the meeting shall be posted at the school site – or other appropriate place accessible to the public\* - at least 72 hours prior to the meeting.
- The meeting notice shall specify the date, time, and location of the meeting and contain an agenda describing each item of business to be discussed or acted upon.
- The council or committee may not take any action on any item of business unless a) the item appeared on the posted agenda, or b) the council or committee members find, by unanimous vote, that there is a need to take immediate action and that the need for action came to the attention of the council or committee subsequent to the posting of the agenda.
- Questions or brief statements made at the meeting by members of the council, committee, or public need not be described on an agenda as items of business if those questions or statements a) do not have a significant effect on pupils or employees in the school or school district; or b) can be resolved solely by the provision of information.
- If a council or a committee violates the procedural meeting requirements described above, and upon the demand of any person, the council or committee shall consider the items at its next meeting after allowing the public input on the item.
- Any materials provided to a school site council shall be made available to any member of the public who requests the materials pursuant to the California Public Records Act.

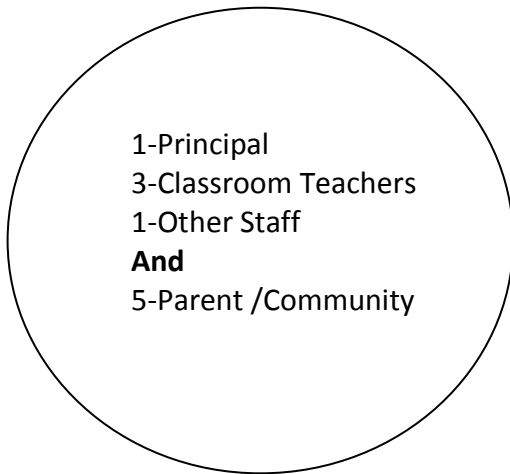
*\*Notices and agendas should be posted in an area that is visible to all members of the school community, including parents.*



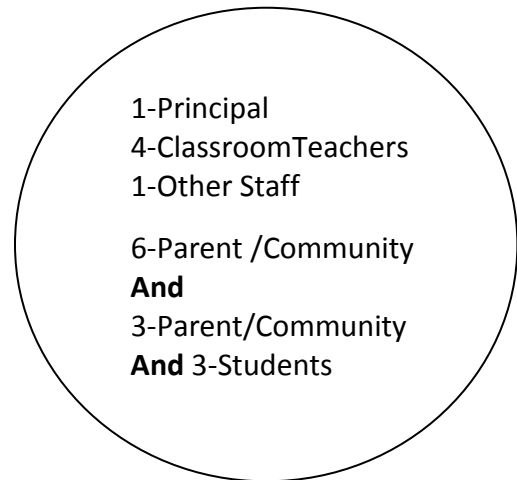
## SSC Roster Compositions for Elementary and Secondary Sites

### Exhibit A

#### Elementary School



#### Middle School



#### High School

