

What Can Site Councils Do in the Saint Paul Public Schools?

	Site councils are required to	Site councils are not allowed to	Examples of site council work in this area
School Comprehensive Improvement Plan (SCIP)	<ul style="list-style-type: none"> • Support and monitor implementation of SCIP • Review and update contents of SCIP • Approve SCIP 	<ul style="list-style-type: none"> • Change the district SCIP template • Prevent principal from submitting SCIP 	<ul style="list-style-type: none"> • Helping shape and support the mission • Driving school change and developing conditions for success • Participating in the writing of SCIP
Budget	<ul style="list-style-type: none"> • Receive budgetary information and regular updates from the principal • Monitor and support budget 	<ul style="list-style-type: none"> • Redirect staff development monies • Apply for grants or other outside funds, without district approval • Prevent principal from submitting budget 	<ul style="list-style-type: none"> • Prioritizing the financial needs of the site's programs • Reviewing information and making recommendations • Engaging in or supporting grant writing
Staffing	<ul style="list-style-type: none"> • Ensure that the diversity of the site council membership reflects the school community • Ensure that the site council is made up of no more than 50% district employees • Ensure that the site council includes the building principal and building union steward • Participate in the district's principal hiring process 	<ul style="list-style-type: none"> • Discuss personnel issues such as job performance • Participate in hiring of civil service or custodial staff • Approve reassignment of employees to and from the school • Develop an evaluation and improvement process for building staff 	<ul style="list-style-type: none"> • Participating in the district hiring process • Participating in writing position descriptions • Discussing the central office decisions involving the transfer of staff
Curriculum & Instruction	<ul style="list-style-type: none"> • Support the improvement of student achievement 	<ul style="list-style-type: none"> • Implement curriculum without district endorsement 	<ul style="list-style-type: none"> • Reviewing adopted curriculum and assisting in its implementation • Making recommendations concerning the methods and content of instruction at the site • Identifying and assisting in the implementation of staff development programs • Piloting new curriculum with district approval
Climate	<ul style="list-style-type: none"> • Determine and remove barriers to success • Provide a forum for concerns • Promote positive and professional relations among all staff 		<ul style="list-style-type: none"> • Developing and assisting in implementing student uniform, discipline, or homework policies • Reviewing and giving input into decisions concerning building events and activities • Recommending changes within the school to improve school climate

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Communication	<ul style="list-style-type: none"> Set agendas for site council meetings Record minutes of meetings as public record Distribute site council minutes and actions 	<ul style="list-style-type: none"> Change minutes without site council approval 	<ul style="list-style-type: none"> Distributing minutes in Friday notes/backpacks Posting minutes on school website Sending site council updates home in multiple languages
Evaluation	<ul style="list-style-type: none"> Evaluate the site and its program in order to meet SCIP goals Analyze data as pertains to the school's programs Review site council performance and effectiveness 		<ul style="list-style-type: none"> Reviewing, planning, and assisting in the implementation of alternative methods of evaluating student achievement Determining the need for additional student needs assessment Facilitating dissemination of test data and information
Enrollment	<ul style="list-style-type: none"> Recruit students and families 	<ul style="list-style-type: none"> Decide on building capacity Determine the number of openings in light of projected enrollment 	<ul style="list-style-type: none"> Accessing information concerning enrollment projections Sharing concerns about enrollment
Family & Community Involvement	<ul style="list-style-type: none"> Participate in the development and distribution of information about the school and its programs for the community Solicit and actively support family and community involvement at all levels Solicit and support community partnerships Promote positive communication with the community 	<ul style="list-style-type: none"> Waive fees for community organizations or groups using the site facilities 	<ul style="list-style-type: none"> Sharing facilities with community organizations Building relationships with Community Education, including the possibility of joint programming Requesting that building programs are culturally sensitive and representative of the school community Surveying parents
Building Planning	<ul style="list-style-type: none"> Collaborate with Plant Planning and Maintenance as the site attempts to address space and building needs 	<ul style="list-style-type: none"> Make any building improvements without prior approval 	<ul style="list-style-type: none"> Making recommendations regarding building and ground usage Consulting with central administration regarding changes that are scheduled to be made at their school