

SSC Self-Assessment

<p>DIRECTIONS Please complete this assessment with part or all of your current School Site Council. The assessment can be instructional when done as a team activity as it facilitates conversation between team members about both the scope of the SSC and the different perceptions about how an SSC is currently functioning.</p>	<p>It helps to follow these steps:</p> <ol style="list-style-type: none"> 1. Review the practices in each category. Take the time at an SSC meeting to allow people to ask questions and to create a shared understanding of each practice. 2. Have all the team members read through the practices. For each practice, each member should circle the numeric rating that they think represents how the SSC operates. 3. Take a few minutes for each team member to share how he or she rated the items in each category. 4. Take the time to discuss items where team members have significantly different ratings. 5. Build a general agreement among the team about what overall score best reflects the current practice of the SSC for each item and/or category.
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Use the following scale, indicate how typical each statement is of your School Site Council.

- NS = Not sure
- 1 = Never occurs on the SSC
- 2 = Seldom occurs
- 3 = Sometimes occurs
- 4 = Normally occurs
- 5 = Always (or almost always) occurs on the SSC

1. Recruit and elect the SSC	1 = Never	5 = Always				
a. The members of our school community are aware of the role of the School Site Council.	NS	1	2	3	4	5
b. At our school everyone is encouraged to consider running for a position on the School Site Council.	NS	1	2	3	4	5
c. The Principal at our school ensures that the elections for parent representatives for SSC are conducted in accordance with district guidelines and democratic principles.	NS	1	2	3	4	5
For secondary schools:						
d. The Principal at our school makes sure that there is a clear and fair process for electing students to the School Site Council	NS	1	2	3	4	5

2. Establish roles and procedures **1 = Never** **5 = Always**

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| a. | When new members are elected to the SSC they participate in an orientation session that includes: a review of our SSC bylaws, site plan & budget, and school-wide student performance data. | NS | 1 | 2 | 3 | 4 | 5 |
| b. | Our SSC works hard to arrange our meetings at a time that allows for maximum participation by all members. | NS | 1 | 2 | 3 | 4 | 5 |
| c. | We have a current set of bylaws that have been customized and approved by our School Site Council. | NS | 1 | 2 | 3 | 4 | 5 |
| d. | The SSC officers help our SSC follow the guidelines and policies outlined in our bylaws. | NS | 1 | 2 | 3 | 4 | 5 |
| e. | Roles and responsibilities for operating our School Site Council are clearly understood and supported by all members. | NS | 1 | 2 | 3 | 4 | 5 |

3. Develop team norms **1 = Never** **5 = Always**

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| a. | Our Council has a set of guidelines or “norms” that clarify how we will work together. | NS | 1 | 2 | 3 | 4 | 5 |
| b. | Our guidelines reflect an awareness of, and respect for, the cultural and linguistic diversity of all members. | NS | 1 | 2 | 3 | 4 | 5 |
| c. | We encourage and support full participation of all members during our School Site Council meetings. | NS | 1 | 2 | 3 | 4 | 5 |
| d. | We are able to raise and discuss the difficult issues that affect or ability to achieve the results for students outlined in the Single Plan for Student Achievement (SPSA). | NS | 1 | 2 | 3 | 4 | 5 |
| e. | We spend some time at the end of our meetings sharing our perceptions of how well we worked together to accomplish our goals and we identify a few things we can improve at our next meeting. | NS | 1 | 2 | 3 | 4 | 5 |

4. Establish decision guidelines **1 = Never** **5 = Always**

a.	We understand how the School Site Council is connected to the overall decision-making process at school.	NS	1	2	3	4	5
b.	Our SSC bylaws clearly state how we will use consensus or voting as our primary decision-making option.	NS	1	2	3	4	5
c.	We use student performance data and educational research to inform our decisions.	NS	1	2	3	4	5
d.	We do a good job of making sure that a variety of ideas and issues are considered and addressed before we reach major decisions.	NS	1	2	3	4	5
e.	We leave each meeting with a clear understanding of, and commitment to, our key decisions and next steps.	NS	1	2	3	4	5

5. Promote community involvement **1 = Never** **5 = Always**

a.	SSC Agendas are developed and posted on a school bulletin board at least 72 hours in advance of each SSC meeting.	NS	1	2	3	4	5
b.	Meeting minutes are recorded and distributed to all SSC members and publicly posted at our school.	NS	1	2	3	4	5
c.	SSC members actively gather feedback from the groups they represent to ensure that the SSC fairly represents the broader school community views about how to address student needs in the SPSA.	NS	1	2	3	4	5
d.	The SSC Chair and principal ensure that feedback and ideas from the ELAC and/or school advisory committees are included in the development of our SPSA.	NS	1	2	3	4	5
e.	Our SSC conducts at least two school community meetings each year to share	NS	1	2	3	4	5

information and gather feedback about the SPSA.

6. Develop SPSA and budget		1 = Never			5 = Always		
a.	We understand the District priorities and are clear about how these guide the SPSA.	NS	1	2	3	4	5
b.	We take the time at our SSC meetings to make sure everyone understands the language and terms used in the SPSA.	NS	1	2	3	4	5
c.	We know how to interpret student and school performance data to identify the needs of our students as the basis for planning.	NS	1	2	3	4	5
d.	We have thoughtful discussions about whether or not different educational programs or strategies will meet the needs of our students.	NS	1	2	3	4	5
e.	Most of our SSC members have a basic understanding of how to distribute budget resources to the activities and programs agreed to in the SPSA.	NS	1	2	3	4	5

7. Monitor implementation		1 = Never			5 = Always		
a.	Our SSC agrees on how we will monitor the implementation of the SPSA throughout the year.	NS	1	2	3	4	5
b.	Our SSC agrees on how we will review multiple forms of student performance data to determine the effectiveness of our school site plan.	NS	1	2	3	4	5
c.	All SSC members are willing to raise constructive questions or concerns about the activities or programs that are not being implemented, or that are not showing signs of progress toward student goals.	NS	1	2	3	4	5
d.	Our SSC looks for ways to support school leaders and staff when site plan objectives and activities are not being met.	NS	1	2	3	4	5
e.	The Principal reviews any proposed changes or adjustments to the school site	NS	1	2	3	4	5

plan and budget throughout the year with our SSC so that questions and concerns can be addressed before members are required to sign final signature pages.

SSC Self-Assessment Summary

Once you have finished the self-assessment please complete the following worksheet to help determine next steps in building the effectiveness of your School Site Council.

Category	Score and Comments	Possible Next Steps
Site Planning	Our overall score for this category was 2.3. It seems like we need to create a better understanding with all our SSC of how to build a budget that matches the SPSA.	Request assistance from the Financial Planning, Monitoring and Accountability department to address SPSAs.

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