



## WHY BE ACTIVE WITH SCHOOL PARENT COUNCIL?

The School Parent Council (SPC) brings all parents in the school community together to support the school and advocate for quality education. It is the place where parents can express concerns, advocate for the school, and plan school activities and events. As the parent or guardian of a BPS student, you are automatically a member of your School Parent Council. The SPC must elect an Executive Committee to take steps to ensure that it is active, diverse and representing all families within the school.

## SCHOOL PARENT COUNCIL ROLES AND RESPONSIBILITIES

### What is the School Parent Council (SPC)?

The School Parent Council is the independently established “voice” of **ALL** the parents in the school community.

### What is the School Site Council (SSC)?

The School Site Council is governing/ advisory body at each school. The School Site Council is comprised of equal numbers of parents and staff. Parents on the School Site Council are accountable to the School Parent Council and are elected by the School Parent Council of the school.

### What leadership opportunities exist for the SSC and SPC?

The chart on the back of this document details the various roles and responsibilities for the elected leadership positions for each council. Parents serve 1 term or the number of years specified in your school’s bylaws. Parents can be re-elected in subsequent years.

## SPC ELECTION GUIDELINES

1. Parents/ legal guardians who wish to become members of the Executive Committee must have [a child enrolled at the school](#) in which s/he is running.
2. Co-Chairs and officers are representative of the school community.
3. Any parent/legal guardian [who is present at a SPC election](#) may be nominated for the SPC Executive Committee (a parent may nominate her/himself).
4. Elected members can [serve on only one SPC](#). Within one school, elected members [can serve more than one role](#), if there are an insufficient number of candidates to fill all roles.
5. Parents who are [not present](#) may not be nominated.
6. Parents who work at their child’s school may not be elected to the SPC Executive Committee.
7. Each family is allowed [one](#) vote per family.
8. Each candidate [should be allowed](#) one minute to introduce her/himself.
9. Each SPC should elect at least seven (7) but [no more than](#) seventeen (17) members to its Executive Committee to fill all seats, which shall be [racially balanced](#) and representative of all racial groups at their school.
10. Elections may be carried out by secret ballot [or](#) can be approved by majority vote of the present group.
11. Absentee ballots [CANNOT](#) be accepted.

**Executive Committee**

Executive Committee		
School Parent Council	District Recognized Leadership Groups	School Site Council
Title	Primary Functions	Number Elected
<b>Co-Chairs</b>	<p>The SPC Co-chairs provide leadership and direction, and act as spokespersons for the School Parent Council. Co-chairs also sign off on important documents on behalf of the SPC with input from the other members, help decide what should be on the meeting agenda, and communicate regularly with principal or headmaster.</p> <ul style="list-style-type: none"> <li>• Schedule meetings</li> <li>• Create agendas</li> <li>• Facilitate the meetings</li> <li>• Maintain ongoing two-way communication with Principal/Headmaster</li> </ul>	1 or 2
<b>Treasurer</b>	<p>The Treasurer is responsible for keeping record of all funds raised by, or allocated to the School Parent Council. The Treasurer will prepare written reports regarding School Parent Council financials and distribute to School Parent Council members. The Treasurer is an elected member of the School Parent Council executive committee.</p> <ul style="list-style-type: none"> <li>• Maintain clear and accurate financial records for the School Parent Council</li> <li>• Provide monthly expense reports to the group</li> <li>• Lead or manage fundraising efforts</li> </ul>	1 or 2
<b>Secretary</b>	<p>The Secretary takes notes during all general and executive committee meetings, prepares minutes and distributes minutes at meetings. The Secretary is an elected member of the School Parent Council executive committee.</p> <ul style="list-style-type: none"> <li>• Reaches out to the parent community</li> <li>• Records and shares meeting notes</li> </ul>	1 or 2
<b>Citywide Parent Council (CPC) Rep</b>	<p>The elected members are invited to represent the parent body on the Citywide Parent Council, attend regularly scheduled meetings and develop strategies to address these citywide issues and concerns. Members can then be voted to the CPC board. The Citywide Parent Council Representative will share information gained at Citywide Parent Council meetings with School Parent Council members.</p>	1
<b>Citywide Parent Council (ALT)</b>	<p>Participate in an inter-school parent group designed to advocate for BPS families and students and influence BPS policy as an alternate to the CPC Rep</p>	1
<b>Special Education Parent Advisory Council Rep (SPED PAC)</b>	<p>Participate in a citywide parent organization designed to provide information and resources to families of students with disabilities who receive special education services</p>	1
<b>District English Language Learner Advisory Committee (DELAC)</b>	<p>Participate in a citywide parent organization designed to provide information and resources to families of students who are English language learners.</p>	1
<b>School Site Council (SSC)</b>	<p>The School Site Council Representative reviews and approves school policy, fully participates in the meetings, representing the School Parent Council and reporting back to the School Parent Council executive committee.</p> <p>The SSC develops and approves school policy, including, but not limited to:</p> <ul style="list-style-type: none"> <li>• Developing and reviewing the Whole School Improvement Plan (WSIP)</li> <li>• Developing and approving the school’s annual budget</li> <li>• Creating and overseeing sub-committees such as: <ul style="list-style-type: none"> <li>• The Instructional Leadership Team (ILT)</li> <li>• Personnel sub-committee for hiring new teachers</li> <li>• Engagement Action Team for developing a family &amp; student engagement plan</li> </ul> </li> <li>• Reporting back to SPC and the larger parent body on regular basis</li> </ul>	