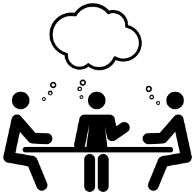
**Conducting an Effective School Site Council (SSC) Meeting **

While the dynamics and personalities in each SSC are unique, there are some basic strategies that can be implemented to make SSC meetings more time and outcome effective.

**The key to implementing any strategy to make the meetings more effective is to have Council members agree to use each strategy based on a shared understanding of the reason for using it.**

**Key Strategies for Effective School Site Council Meetings:**

1. School Site Council members should sit together around a table or in a circle as a working group. The public visitors should sit outside of the table, circle or group. Set up the room in this arrangement before the meeting.
2. Have the agenda, sign in, and all documents available to all members and visitors at the beginning of meeting. Documents may be sent to SSC members before the meeting. Mark minutes that have not been approved as “DRAFT for APPROVAL”. Approved minutes should be marked “Approved”.
3. Develop norms or follow Robert’s Rules of Order to maintain focus and give some structure to discussion and voting. Have the Parliamentarian or principal assist the Chairperson in timekeeping and maintaining the structure. Set a time limit to discussion if necessary.
4. Start and end on time; put time limits on agenda items if needed.
5. Follow the agenda and do not allow topics to be discussed that are not on the agenda. Remind members that these topics can be added to the agenda for the next meeting. Place time on the agenda for members’ suggestions for next agenda.
6. Allow a place in the agenda for Public Comment. Limit comments to 2-3 minutes. SSC members should not respond to public comments, however during agenda building, may want to suggest adding the topic to the next agenda. The principal or staff may want to meet with a visitor after the meeting. A short explanation of the procedure at the beginning of the Public Comment period may help visitors to not feel offended by lack of response.
7. Make sure that all Council members and visitors understand why these Rules of Order must be followed. Norms and rules are set to avoid the following:
   * Wasting meeting time
   * Wasting people's time
   * Not getting vital, required business completed
   * Not getting a quorum because members do not think the meeting is important.
8. Remind members and visitors that School Site Council is required by law and the tasks given to members are important to the school community.