

School Site Council: Parent Representatives

What is the School Site Council?

The [School Site Council](#) (or SSC) is the decision-making body of the school, made up of administration, educators, staff and parents/caregivers. The SSC structure and directive is set by both the State of California and the San Francisco Unified School District. As a voting (elected) member, you will be a key decision-maker in determining how the HMCRA budget is spent to achieve our school-wide goals. The annual budget and student-centered goals will be developed with your input through the Site Planning Process and writing our [School Plan for Student Achievement](#).

Who is on the School Site Council?

As a Parent Representative on the SSC, you will work closely with the other council members – Principal Glover, 4 teachers and staff, and 4 other parents.

The SSC best functions when our committee includes the many, diverse perspectives of the HMCRA community. We are particularly seeking the participation of families who utilize and have experience with:

- students with IEPs or other specialized plans
- working with our school social worker
- the before/after Y program

How much time does it take to be a parent representative?

We are currently seeking three more parents or caregivers to serve as board members, starting in the fall of 2024 for a two-year term. No special skills are required, just a desire to better understand our school site and help make sure our decisions align with our community's goals. The positions require about 5 hours a month for Co-Chair position, with approximately 2 hours a month for all other members (with two 4-hour conferences, one in November and another in March, both on Saturdays).

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When are meetings?

Meetings are held once a month in the evenings and are currently held in a hybrid format both at the school or online for those that want to call in. Our first meeting will be October 2, with meetings generally held around 5p on the first Wednesday of the month.

What if I have more questions?

The current parent members will be holding an information session via [Google Meet](#) on Wednesday, Sept 11., from 5-6p for any parents interested in learning more about becoming an SSC member.

Please feel free to email us: SSC@harveymilkpfc.org. Additionally, you can ask questions of any currently elected member: First grade parents Alain and Stefan, Second Grade parents Cecilia and Oona and Fifth Grade parent Tarrah.

SSC Chair Duties:

1. Maintain the SSC@ email account (1 hr a month)
2. Meet with Mr. Glover to plan upcoming meetings using [ANNUAL OVERVIEW](#) as a guide (1 hr a month, plus 15-min. prep time)
3. Create the [agenda](#) for monthly meetings (30-min a month)
4. Follow-up emails and newsletter announcements (30-40 min a month depending on level of activity)
5. Special projects (these can--and should--be collaborations):
 - Elections in September/October (1-2 hours extra)
 - Family Survey (**This will obviously look different this year** 2-4 hours extra)
6. Special events:
 - SSC Fall Summit (Nov. 16)--everyone who can attend this should. 4 hours
 - SSC Spring Summit (assuming we still have this)--everyone attends. 4 hours

-Monthly PFC meetings to present SSC updates (this can rotate among members) - 1 hr a month

Basically it amounts to about 4-8 hours extra a month from just being an SSC member. This can all be divided amongst the two co-chairs to make it manageable.