

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

Our Kids, Their Future



Site Council Handbook

KPBSD PUBLICATIONS

Site Council Handbook

© Kenai Peninsula Borough School District
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Introduction:

Since 1995, the Kenai Peninsula Borough School District has employed site councils to increase the level of community involvement in the decision making process at local schools. This document provides information needed by site councils to be efficient, effective and in compliance with pertinent laws, policies, and statutes.

This manual has been developed in accordance with [BP 0420](#) and [AR 0420](#)

Philosophy:

The Kenai Peninsula Borough School District Board of Education believes that shared decision making at the site level can improve school performance. The Board is committed to the continuous improvement of student learning, which can be enhanced through increasing the level of involvement of school community affected by educational decisions. All school sites should employ a site council to positively impact shared decision making and increase all stakeholders' involvement in the school.

Purpose and Role:

The school site council is an advisory body in the joint planning and problem solving processes for improving student learning that occur at the local school level

Council Composition:

Site Councils shall include representation from the following:

- Principal
- Teachers (2)
- Support Staff (1)
- Parents (3)
- Non-parent community member (1)
- Student – Secondary schools (1-4)
 - Elementary schools (optional)

Site councils may expand their membership, but proportional representation must remain the same.

If, after reasonable and documented effort for participation, proportional representation is not met, site councils shall still convene.

Principals voting status on issues/decisions of the site council should be indicated in the bylaws.

Charter schools are exempt from the requirement for site councils due to their APC.

Council Selection:

Principal: selected due to position and is responsible to guide the council in developing an organizational structure for conducting the council's business

Employees (teachers and support staff): staff must be assigned for more than 50% of their daily schedule to the school for eligibility. Itinerant teachers will be considered members of their home-based school

Parents: to be eligible they must have a child in the school during the period of elected service and are not an employee of the District in any capacity (except short-term substitute or stipend). The election system is defined in the bylaws of the site council. Recognized parent groups should be represented on the school council

Non-parent community member: to be eligible they are not an employee of the District in any capacity (except short-term substitute or stipend). They are elected by the seated members of the council following a nomination process conducted by the principal, in accordance with the site council bylaws

Council members shall not be District Board of Education members

Elected site council members may stand for re-election if they continue to meet the requirements of the position

Parameters and Functions:

Meetings are to be publically noticed in accordance with the Alaska Public Meetings Act. The notice should include date, time, location, and agenda. Minutes from meetings are to be disseminated to the public and school community.

Site council decisions will be made by consensus as defined in the council bylaws.

Site Councils shall conduct their business in compliance with the following:

- Alaska Statutes
- Alaska Department of Education and Early Development Regulations
- Board of Education Policies
- School District Regulations and Rules
- Federal Laws and Regulations related to education
- Negotiated Agreements and Associated Variances
- Contracts with suppliers and vendors
- Budgetary limitations
- Student Activity Association requirements
- Limitations defined by Board of Education action or administrative mandates

Bylaws:

All site councils shall operate under bylaws adopted by the council and filed with the Superintendent.

Bylaws should be reviewed annually with amendments proposed as needed.

Bylaws should specifically address the following elements:

- School mission and vision statement
- Composition of the site council and terms of service
- Officers
- Agenda setting
- Consensus
- Meeting frequency (a minimum of four meetings are required per year)
- Minutes
 - Copies sent to the Superintendent after each meeting
 - Posted and/or distributed to the school population
 - Copies retained for five years in the school office
- Process for revision of bylaws
- Process for community input/participation in council work
- Self-evaluation
 - Completed annually on District identified process and sent to Superintendent
- Who may speak for or represent the council and under what circumstances

General Operation:

The principal remains the sole administrator of the school and will operate the school within the normal constraints of the District. Input from the site council may be considered on decisions affecting school improvement plans such as:

- Board, District and School goals
- School Policies
- Parent/Student handbooks
- School staffing patterns
- School budget
- Curricular initiatives/projects/courses
- Scheduling
- Preferred qualifications/characteristics for staff hires
- Co-curricular activities and pupil activity funds
- Negotiating charter school shared facility agreements
- Facility improvement/modifications
- Local needs based on student data

Selection of School Administrator:

When a vacancy at a school site for principal becomes known, the Superintendent will consult the site council to provide input regarding selection qualifications for candidates. Opportunities will also be provided for individual community or school members to provide information regarding qualifications/characteristics for candidates. The process will be in accordance with [E9000b: Administrator Selection Process](#).

When possible, interviews will be open to the public and conducted at the school with the vacancy. Opportunities for written evaluations will be available to those observing the interviews.

The Superintendent will make the selection, subject to approval by the Board of Education. However, if an internal candidate who already has a current district administrative contract is selected, the Board will be notified of the appointment.