

## **School Council**

### **INTRODUCTION**

The Kentucky Education Reform Act of 1990 mandated the creation of school-based Councils to aid in the management of school districts. Most agree that those closest to the students make the best educational decisions, so it follows that a decision making process is needed at the school level. This is in addition to the process at the district level, not in place of it.

Since Anchorage is a one school district, many of the attributes of school-based decision making (SBDM) are already practiced here. Accordingly, the Kentucky legislature provided that one-school districts may exempt themselves from the legal requirements of SBDM and continue to make decisions as they have in the past. The Anchorage Board of Education has exempted the Anchorage Independent School District from the legal requirements of School Based Decision Making.

The Board has concluded that the concepts of a School Council can be used to improve our decision making process. Specifically, we would like to provide for regular, orderly and consistent staff input on school decisions. We believe our professional staff is willing and able to contribute very meaningfully to the management of the school.

Further, we believe parents should have a formal role in school management. We receive considerable input from parents in Board meetings, from the PTA, from committees and in other ways. A School Council allows input from staff, parents and teachers that is consistent and systemic in nature.

Anchorage is a small school district. Its continuation and success depend on well-informed teamwork. The policies that follow create an on-going Council of teachers and parents to whom the Board wishes to delegate decision-making authority in certain areas of school life. These are:

Curriculum

Scheduling and organization

Discipline

Assessment, and

Student Activities

Although decisions of the School Council may be appealed to the Board, the Council's authority is broad and significant. Because of the significance of this delegation of authority, the Council has not been given authority in several areas at this time. Two of the most important ones are budgeting and hiring. It may be appropriate for some delegation to occur in these areas and other areas in the future, but we believe the delegation should be limited to the areas listed above.

The terms "faculty", "staff" and "teachers" shall refer to all active certified teachers at the Anchorage School in all School Council policies unless otherwise specified.

When the term "parent(s)" is used within these policies, it refers to parents and legal guardians.

## **School Council**

### **MODIFICATION OF SCHOOL COUNCIL GUIDELINES**

After a School Council was formed at the Anchorage School, the policies that guide its operations and responsibilities may be amended through the following processes:

- I. The staff at a meeting called and administered in accordance with the guidelines in 03.17B (I), may, by a two-thirds vote, request that the Council consider modifying the Council Policies in specific ways as spelled out in the staff vote. The proposed amendments and results of the voting should be presented in writing to the Council at its next meeting.
- II. Parents may request a change in Council policies. A petition stating the requested change(s) and signed by at least 25 parents of Anchorage School students must be presented to the Council for consideration.
- III. The Council itself may initiate amendments for consideration by the staff, Superintendent and Board.
- IV. After presentation to the Council and due consideration, the Council will vote on the proposal. A majority of voting members is required to accept the proposal. If the proposal was made by the staff and is unchanged from their original proposal, it may be referred directly to the Superintendent and the Anchorage School Board. If it originated in some other way, the Council will refer it to the staff for approval as outlined in item I, above. After approval by the Council and the staff, it will be referred to the Superintendent and the Board.
- V. After presentation and due consideration, the Board will vote to accept or reject the proposed change(s) within a reasonable time.
- VI. The Anchorage School Board may on occasion see the need for the modification of School Council policies. In such a situation, the Board shall notify the Council of the changes it is considering. The Council shall consider such changes at its next meeting and provide feedback on those changes to the Board at its next meeting.
- VII. The Superintendent may on occasion see the need for the modification of School Council Policies. In such a situation, s/he shall notify both the Board and the Council of those proposed modifications.

### **REPEAL OF SCHOOL COUNCIL PROCESS**

It is the intention of the Anchorage School Board, staff and parents that the Anchorage School Council is a vehicle for better communication, decision making and teamwork among the school's constituencies. Therefore emphasis should be place on amending School Council policies until they function satisfactorily, rather than simply eliminating the School Council process. The Anchorage School Council is a standing committee of the Anchorage Board of Education. As such, the Board can repeal the standing committee known as the Anchorage School Council.

## **School Council**

### **REPEAL OF SCHOOL COUNCIL PROCESS (CONTINUED)**

Notwithstanding other provisions, the Anchorage School Board may also repeal its School Council policies. To that end, the Board will consider repeal only after amendments have been tried and serious concerns continue to exist about the effectiveness and usefulness of a School Council. It will use the following process if it wishes a repeal of the School Council.

At the beginning of a semester, the Board will have a first reading of a proposal to consider the repeal of the Anchorage School Council. Within one (1) week of the first reading, the Board will notify the Council, all staff members and District residents that it wishes to arrange a joint meeting with the Council to discuss the concerns that lead the Board to consider repeal. Within one (1) week after the joint meeting, the Board will summarize its unresolved concerns and recommendations in writing and give them to the Council.

In approximately the middle of the semester, the Board will ask for another joint meeting with the Council to discuss the Board's unresolved concerns and the progress the Council has made in addressing them. Within one (1) week after the joint meeting, the Board will summarize its remaining unresolved concerns and recommendations in writing and give them to the Council.

Approximately four (4) weeks before the end of the semester, the Board will ask for another joint meeting with the Council to discuss unresolved concerns and progress made. Within one (1) week after the meeting, the Board will summarize its unresolved concerns in writing and give them to the Council. It will also notify the Council, all staff members and residents of the District of its intent to have a final vote on the proposed repeal of the School Council approximately four (4) weeks from its last joint meeting with the Council. The date, time and place of the meeting will be specified.

At any point at which resolution of the concerns is reached, the Board may withdraw its proposal to consider repeal of the Anchorage School Council. It will promptly notify the Council, staff members and residents of the withdrawal.

### **TERMS OF OFFICE**

Parent and staff members on the Anchorage School Council will serve for two (2) year terms. Newly elected Council members will take office in the January after the election in November. Council members are expected to attend all Council meetings. Any Council member failing to attend two (2) consecutive Council meetings, unless excused by the Council for satisfactory reasons, may be removed from the Council. Following two (2) consecutive unexcused absences from regular Council meetings, the member shall be given the opportunity for a hearing on his/her absences if the Council chooses to initiate removal of the Council Member. The Council may vote to remove a member from the Council after the hearing.

Many Council decisions will be made by consensus, but at any time a Council member may request a formal vote. If, at any time, any Council member sees a polarization on the Council (for example, between parents and teachers) s/he will point out the polarizations to the Council. If the Council cannot resolve the issue, it should be sent back to committee for further study.

## **School Council**

### **SCHOOL COUNCIL POLICIES**

All policies shall require two (2) readings before they are adopted. By consensus of the Council, the second reading of a policy may be waived in an exceptional situation. All policies shall be provided for review to the Superintendent or his/her designee before they are adopted by the School Council.

In the development and application of school policies as permitted by statute, the Council shall comply with Board policies, including but not limited to those prohibiting discrimination based on age, race, sex, color, religion, national origin, political affiliation, marital status or disability.

### **APPEAL OF DECISIONS**

Appeals from decisions of the Council may be made by any resident of the District, parent, student or employee of the school. Prior to being appealed, the issue must first be presented in writing to the Council for reconsideration. Issues from Council consideration shall be delivered to the Principal who shall bring the matter before the Council at its next meeting. If the matter is not satisfactorily resolved within ten (10) school days from the date the issue is presented to the Council, an appeal may be submitted in writing to the Superintendent. If within ten (10) days of receiving the appeal, the Superintendent has not been able to satisfactorily resolve it, a further appeal may be made in writing to the Board. The Board shall act on the appeal within forty (40) school days of the Board meeting when the appeal was made. The decision of the Board shall be final.

Actions of the Council will be reviewed on appeal based on whether the Council action was arbitrary, violated District policy, exceeded the authority of the Council or was otherwise unlawful under state or federal law.

### **RESPONSIBILITIES OF THE SCHOOL COUNCIL**

#### **Curriculum**

In cooperation with the entire teaching staff and principals, the Council shall be responsible for the curriculum of the school, including needs assessments, curriculum development, alignment with state standards, technology utilization and program appraisal, all within the policies of the Anchorage School Board.

The Council shall be responsible for the planning and resolution of issues regarding instructional procedures and practices.

#### **School Organization**

The School Council shall be responsible for adopting policies to be implemented by the Principal in the following areas:

- Assignment of all instructional and non-instructional staff time (excluding secretarial, cafeteria and maintenance employees).
- Assignment of students to classes and programs within the school.
- Determination of the schedule of the school day and week, subject to the beginning and ending times of the school and school calendar year as established by the Anchorage School Board.
- Determination of the use of school space during the school day.

## **School Council**

### **RESPONSIBILITIES OF THE SCHOOL COUNCIL (CONTINUED)**

#### **Discipline**

The Council shall be responsible for the development and revision of discipline policies, classroom management techniques (including responsibilities of the student, parent, teacher and Principal) and evaluating these policies and techniques at they affect the learning climate of the school as a whole.

#### **Student Activities**

The School Council shall be responsible for: the selection of extra-curricular programs; the determination of policies relating to student participation based on academic qualifications and attendance requirements; program evaluation and supervision.

The School Council has the responsibility for developing policies relating to dances, graduations, trips, clubs, etc.

#### **Assessments**

The Anchorage School Council shall make policies, schedules and instruments for assessment of individual student progress, including testing and reporting of individual and group progress to students, parents, the District, the community and the state.

In conjunction with the Anchorage School Board, the School Council may develop school improvement plans, mission statements and school goals.

#### **Other**

The Anchorage School Council shall be responsible for policies in the following areas:

- Professional Development plans.
- Parent, citizen and community participation including the relationship of the Council with other groups.
- Cooperation and collaboration with other districts and with other public and private agencies.

### **ROLES AND DELINEATION OF DUTIES**

#### **Council and Principal Responsibilities**

The Principal shall be responsible for implementing the policies adopted by the Council.

To the extent possible, the Council shall notify the Principal in advance about the areas of authority in which it plans to develop policies in any given year. The Principal and Council will decide when policies need to be in place for planning and implementation.

To the extent possible, the Principal will notify the Council about policies that are going to need to be made in the above areas (to be determined by the Principal). The Council cannot get involved in those policies without the agreement of the Principal. If the Council disagrees with a policy so developed by the Principal, it may appeal the decision to the Superintendent and Board under procedures outlined above.

**School Council****ROLES AND DELINEATION OF DUTIES****Council and Board Responsibilities**

The Council is not expected to develop all needed policies in all areas included in its areas of responsibilities in any one year.

Existing policies will remain in effect in these areas until changed by the Council or by the Principal if the Council decides not to be involved in any particular area for that year.

Existing Anchorage School Board policies in the areas of responsibility now being assigned to the School Council will remain in effect until the Council approves a different policy and brings that policy in writing to the Board. If the Board has specific concerns about the new policy approved by the Council, the Board may ask the Council to reconsider the policy for specific reasons at the next Council meeting and report to the Board at the next Board meeting. After this report at the next Board meeting, the Board may cancel its existing policy in the particular area in question.

The Council shall annually review all policies and make any changes that will improve the operations and productivity of the Council.

Authority to grant exceptions to existing policies to meet the needs of individual situations is delegated to the Principal by the Council, provided that all exceptions granted by the Principal(s) shall be presented to the Council at its next regular meeting and shall be confirmed, amended or reversed by the Council.

## **School Council Operational Policies**

### **AUTHORITY OF THE COUNCIL AND THE PRINCIPAL**

The Anchorage School Council is a subcommittee of the Anchorage Board of Education. The Council must adhere to the Open Meetings Law and Section 2.4 of the Anchorage School Board Policy.

The Board delegates decision-making authority in the areas of:

- Assessment Calendar
- Curriculum Discipline Scheduling and
- Organization
- Student Services

#### **Authority of the Principal:**

The Principal(s) shall serve as the school's primary administrator(s) and instructional leader(s) and shall have authority over management functions not chosen by the Council. The Principal(s) shall be responsible for implementing policies set by the Council and shall be responsible to the Superintendent or his/her designee. The Principal(s) shall have the authority to form committees in areas of management functions not chosen by the Council.

#### **Authority of the Council:**

The Council is a policy making body.

The Council shall have the authority to set and monitor school policies that shall provide an environment to enhance the student's achievement and help the school meet the goals established by the Kentucky Education Reform Act of 1990.

Apart from a legally called Council meeting, no Council member other than the Principal(s) has decision making or administrative authority. The Council shall have the authority to form the number and types of committees needed to carry out the policies set by the policy.

### **ELECTION OF SCHOOL COUNCIL MEMBERS**

#### **Staff Members-Certified**

1. The Principal shall give to the staff written notice of elections for Council members.
2. Teachers may nominate themselves or another teacher in their category. The categories are: Primary, Intermediate, Middle, Special Education or Related Arts. Nominations shall be made in writing to the Principal no later than five (5) school days before the election. The Principal shall prepare the ballots containing the names of all qualified teachers nominated in the four (4) categories. All teachers may vote for one candidate in each category. The candidate in each category with the most votes will serve on the Council.
3. If there are no nominations in any one of the four (4) categories within (5) school days prior to the election, the Principal will attempt to recruit a teacher from the vacant category. If there are no candidates from that category, a Teacher at-large may be nominated for the open position.

**School Council Operational Policies****ELECTION OF SCHOOL COUNCIL MEMBERS (CONTINUED)**

4. Election of Staff Council Members will be held in the first two (2) weeks of November.
5. Newly elected Staff Council Members will take office the January after the election in November.
6. All certified employees of the school are eligible to vote for certified Council nominees.
7. District employees such as DPP, Treasurer, District Technology Coordinator, are not eligible to serve on the Council.

**Staff Members-Classified**

1. The Principal shall give to the staff written notice of elections for Council members.
2. Staff may nominate themselves or another classified staff member. Nominations shall be made in writing to the Principal no later than five (5) school days before the election. The Principal shall prepare the ballots containing the names of all qualified staff members nominated. All classified staff members may vote for one candidate. The candidate with the most votes will serve on the Council.
3. If there are no nominations within (5) school days prior to the election, the Principal will attempt to recruit a classified staff member.
4. Election of Staff Council Members will be held in the first two- (2) weeks of November.
5. Newly elected Staff Council Members will take office the January after the election in November.
6. All Classified employees of the school are eligible to vote for classified Council nominees.
7. District classified employees are not eligible to serve on the Council.

**Parent Members**

1. The Principal will notify Anchorage School Parents of Council elections; explaining the function, duties and responsibilities of the Council and the schedule for becoming a candidate and for the election itself. Parents will be able to submit a biography with names and grades of their children, the reason for running for a Council seat and why the parents should vote for them.
2. Any parent who wants to be a candidate for the school Council must notify the Principal (in writing) of their intent to become a candidate, no later than fourteen (14) days before the election. Every effort will be made to have at least one (1) candidate with an elementary school level child and one with a middle school level child.
3. Ballots will be mailed to all Anchorage School Parents. Ballots will be marked so duplication is not possible.
  - Ballots must be turned in to the school office by 03:00 p. m. est. Election Day or postmarked by the proceeding Friday.

## School Council Operational Policies

### **ELECTION OF SCHOOL COUNCIL MEMBERS (CONTINUED)**

#### **Parent Members (continued)**

- The PTA President (or his/her designee) and the Principal will count the votes and announce the results within 1 (one) week of the election. All candidates will be notified of election results prior to the general announcement.
- 4. In case of a tie, the candidates involved will meet with the Principal and the PTA president (or his/her designee) to choose by chance.
- 5. In case of a vacancy in the parent position on the Council, the next highest vote getter will serve until the next regularly scheduled election when the position will be filled.
- 6. If at any time, the PTA votes not to be involved, as indicated above in the election procedures for the Council, the PTA president shall notify the Principal (in writing) of the decision of the PTA.
- 7. Newly elected parent Council members will take office the January after the election in November.

### **COMPOSITION OF COUNCIL**

The school Council shall consist of:

1. Staff: Four (4) Teachers:
  - One primary
  - One intermediate
  - One middle school
  - One certified staff member who works in the field of Related Arts or Special Education Principal
2. One (1) Classified employee
3. Parents: Four (4) Parents (or legal guardians)
4. Ex Officio: A member of the Anchorage Board of Education
5. (Non-voting) A member of the APTA Executive Board

#### **Eligibility:**

All employees assigned to the school are eligible to serve on the Council, as are parents who have a child enrolled in the school during the years he/she will serve on the Council. Parent candidates may not be employed by the Anchorage Independent School District nor may they be serving on the Anchorage Board of Education.

**School Council Operational Policies****COMPOSITION OF COUNCIL (CONTINUED)****Teacher Selection Process:**

All certified teachers assigned to the school have an opportunity to participate in the annual selection of teacher representatives. Teachers may nominate themselves or another teacher.

Nominations shall be made by the method communicated by the Principal. The Principal shall check with each nominee to get approval for placing his/her name on the election ballot. The Principal(s) shall see that an election is conducted for selecting teacher Council members for the following calendar year. The election shall be completed by the regular December Council meeting.

All voting will be by secret ballot. Balloting shall continue until one teacher in each category is selected by a majority of the faculty. If a particular category cannot be filled, then an at large teacher may fill the category.

**Parent Selection Process:**

Council members are elected for two year terms with each service year beginning January 1, and ending December 31.

**OPERATING COUNCIL MEETINGS****Types:**

Council members shall attend four (4) types of meetings:

1. Regular-meetings held on a set day of the month and at a set time of the day
2. Special-meetings scheduled as they are needed between regular scheduled meetings
3. Training/Planning-meetings designed for Council members to acquire knowledge and/or develop skills and develop plans for improving the school. Work sessions.
4. Executive Session-legal issues or student rights to privacy issues are under consideration

**Schedule of Regular Meetings:**

The Anchorage Public School Council shall meet monthly as determined by the Council annually. Regular meetings may be canceled or rescheduled by the chairperson with approval from a majority of the voting members of the Council including one parent member.

**Special Meetings:**

Special Council meetings may be called by the chairperson or a majority of the Council. Time, place, and purpose shall be announced at the time the meeting is called. Teachers, Parents, the Superintendent and School Board members shall be informed of special meetings by the most convenient method possible, at least twenty-four (24) hours prior to the meeting.

**School Council Operational Policies****OPERATING COUNCIL MEETINGS (CONTINUED)****Agenda:**

Each regular and special Council meeting shall operate by an agenda. The agenda shall be formed by the chairperson with items provided by interested parties. All business transacted by the Council shall be by an agenda only. The agenda shall be approved by the Council at the beginning of the meeting. Other items may be added to the agenda at the meeting with approval from the Council. The agenda for regular meetings shall be written and disseminated to the Council members at least seventy-two (72) hours prior to the meeting. The agenda for a regular meeting will be posted for viewing on the school website and disseminated to the Superintendent and School Board members. Teachers and parents who are not on the Council may submit a request, in writing, to a Council member. A person recommending an approved agenda item must be present at the meeting for it to be discussed or it must be submitted in writing and signed by that individual.

**Chairperson/Vice-Chairperson:**

A Principal shall serve as chairperson, of all meetings. The Assistant Principal shall serve as a Vice-Chairperson and shall preside at any Council meeting that the Chairperson is unable to attend. The Council shall not meet without a Principal.

**Decision Making Process:**

The primary method of making decisions shall be by consensus. An effort shall be made to thoroughly discuss all possible alternatives, provide everyone ample opportunity to be heard, and make a final choice that can be supported by the group. In the event consensus cannot be reached, a delay in making the decision shall be used as one alternative to help reach consensus.

In the event a decision is necessary and the Council determined that majority rule is an acceptable process to make the decision, then majority rule will be followed. Decisions by majority rule shall require a simple majority of the voting members present. A tie vote will result in no action taken by the Council. A minimum of four (4)-voting members must call for a vote for majority rule to be applied.

**Quorum:**

A majority (6) of the voting members of the Council must be present for the Council to make official decisions with at least one teacher, one parent, and one Principal present.

**Minutes:**

Minutes of all Council's regular and special meetings shall be recorded and be kept in the Principal's office, available to the public. Minutes shall also be approved by the Council and stored in a minute book. A copy of all minutes shall be provided the Superintendent as a means of keeping him/her informed. If the decision was to adopt a written statement of policy or a written statement of some other decision, the entire text of that statement shall be attached to the minutes. Sign in sheets for a speaker at Council meetings should be included in the minutes and in the minute book. Minutes of standing committees shall be in the minute book.

## **School Council Operational Policies**

### **OPERATING COUNCIL MEETINGS (CONTINUED)**

#### **Open Meetings:**

All Council meetings shall be open to the public except when legal issues affecting the Council or student rights to privacy issues are under consideration. Under one or more of these conditions a Council may go into executive session. All decisions made by the Council shall be in an open public meeting. The Council shall abide by the state's open meeting law S 61.810.

#### **Recording Secretary:**

The Board of Education shall provide a qualified person to serve as recording secretary who shall be responsible for:

1. Processing minutes
2. Filing Council minutes in the minute book.
3. Filing copies of sign-in sheets.

#### **Newsletter:**

A newsletter of the actions taken by the Council shall be reported to all teachers, parents, the Superintendent, and Board members. The newsletter will generally be disseminated with the School Board newsletter.

#### **Input from Non-Council Members:**

Those who are in attendance at the Council meetings shall be provided an opportunity to discuss agenda items under consideration by the Council using the following procedures:

1. A sign-in sheet with policy guidelines included will be provided for interested parties to indicate their interest in speaking on an agenda item.
2. If more than five (5) people, may table decision and will allow for next agenda.
3. Each speaker may have five minutes to speak before the Council.
4. The Council will not respond or comment on the speaker's information.
5. The (information) names of the speakers will be entered into the Minutes of the meeting.

### **POLICY DEVELOPMENT AND REVIEW**

#### **Council Governance:**

All activities and decisions of the Council shall be governed by policies set by the Council. Policies shall include operational and management functions chosen by the Council. All policies set by the Council shall be consistent with state statutes and Board policies.

#### **Adoption:**

All policies shall require two readings before they are adopted. By consensus of the Council the second reading of a policy may be waived in an exceptional situation. All policies shall be provided for review to the Superintendent or his/her designee before they are adopted by the Council.

## **School Council Operational Policies**

### **POLICY DEVELOPMENT AND REVIEW (CONTINUED)**

#### **Policy Review:**

The Council shall annually review all policies and make any changes that will improve the operations and productivity of the Council.

#### **Exceptions:**

Authority to grant exceptions to existing policies to meet the needs of individual situations is delegated to the Principal by the Council, provided that all exceptions granted by the Principal(s) shall be presented to the Council at its next regular meeting, and shall be confirmed, amended, or reversed by the Council.

### **COMMITTEE SYSTEM**

#### **Committee Structure:**

To facilitate the business of the Council, the Council establishes a committee system structure whereby committees are organized into two (2) categories: Standing and Ad Hoc.

#### **I. Standing Committees**

Committees are designated as Standing Committees when the duties are of an ongoing nature, the functions/tasks to be conducted are an integral part of the responsibilities of the Council, and there exists a need for continuity across multiple school years. Committees designated as Standing Committees report directly to the Council. The Council standing committees are the Extra Curricular (committee), Learning Delivery Results (committee), Technology (committee) and Wellness (committee).

#### **II. Ad Hoc Committees**

Committees are designated as Ad Hoc committees when the duties are project based and normally of a short-term nature (less than one year in length). An Ad Hoc Committee dissolves upon completion of its duties or upon a duly approved action by the establishing group. Committees designated as Ad Hoc Committees may be created by the Council or by a standing committee as needed. An Ad Hoc Committee established by the Council reports directly to the Council. An Ad Hoc Committee established by a standing committee reports to the establishing Standing Committee.

#### **Establishment and Composition of Committees:**

1. All committees
  - a. Each committee shall have a charge statement, provided by the Council, outlining the goals or tasks of the committee, a specified membership composition (e.g., size of groups and constituencies to be represented), and an interim chair (until the committee selects its own).
  - b. Each committee shall consist of at least four members.
  - c. Each committee shall have at least one member who is a parent, one member who is either a certified or classified school employee, one member who is on the Council, and one school or district administrator.

**School Council Operational Policies****COMMITTEE SYSTEM (CONTINUED)**

2. Standing Committees
  - a. Standing Committees shall be identified in the Council Policies.
  - b. The establishment or modification of Standing Committees will follow the process required for amending Council Policies.
3. Ad Hoc Committees
  - a. The Council shall provide a suggested completion time line for tasks and the expected frequency of reporting.
  - b. If a vacancy occurs in an Ad Hoc Committee prior to completion of its task, the remaining committee members shall determine whether to fill the vacancy. Upon determination of necessity the Council shall fill the vacancy.
  - c. All recommended members will be notified in writing of their status on the committee.

**Term of Service:****I. Standing Committees**

Standing Committee members serve for a period of 2 years with staggered terms. Members may serve additional 2 year terms provided they reapply in accordance with the process established for making appointments on Standing Committees.

**II. Ad Hoc Committees**

Ad Hoc Committee members serve from the time appointed until the Ad Hoc Committee is dissolved.

**Committee Chair:**

Each committee shall select a chair from its membership. When a chair is appointed, the chair is responsible for notifying the Principal if members miss three committee meetings, for possible removal from the committee.

**Resources:**

Professional, technical, and financial resources needed by a committee to perform their tasks must be approved by the Principal within the means available to the Council. Request for resources shall be made in writing to the Principal.

**Quorum:**

A majority and at least one parent and one teacher of the current members of the committee must be present to make a decision or conduct official business.

**Decision Making:**

Standing Committees shall use consensus as the method of making decisions. A committee unable to reach consensus after three attempts may elect to take a secret ballot and report the results of that vote to the Council for consideration.

**School Council Operational Policies****MEETINGS****Agenda:**

Standing Committees shall operate by agenda. The agenda shall be formed by the chair with input from committee members. The agenda shall be communicated to committee members at least twenty-four (24) hours prior to the meeting.

**Open Meeting:**

Standing Committee meetings shall be open to the public except when executive session(s) may be conducted in accordance with the Kentucky Open Meetings statute (e.g., legal issues affecting the committee, rights to privacy issues). When an executive session occurs in accordance with statutory provisions, all decisions shall be reported in the open public meeting (normally at the conclusion of the executive session).

**Minutes:**

Standing Committees shall keep minutes (summaries of discussion with any committee actions/recommendations recorded) of meetings.

Committees shall approve their minutes at the next regularly scheduled meeting.

Committee minutes will be brought to the Council meeting by Council representatives on the committee. The minutes will be read, discussed and put in the Council minutes.

Procedures for Ad Hoc Committee will be determined at the time of committee origination.

**SELECTING COMMITTEE MEMBERS****Standing Committees:****I. Notification**

Annually names and general descriptions of all committees shall be disseminated to parents and certified and classified school employees. The number of openings and the composition/constituency restrictions (e.g., elementary/middle school parent, elementary/middle school faculty) of committees shall be advertised by November 1 each year. An application for committee membership shall be included with the advertisement. (will need application)

**II. Appointment**

The Principal shall submit rosters of recommended committee members to the Council for their approval. The Principal shall recruit members if needed.

**III. Vacancies**

Vacancies on Standing Committees will be filled with recommendation of the Principal and approval of Council.

All applicants will be notified in writing of their status on the committee.

**School Council Operational Policies****SELECTING COMMITTEE MEMBERS (CONTINUED)****Ad Hoc Committees:****I. Appointment**

The Principal shall submit rosters of recommended committee members to the Council for their approval.

**II. Vacancies**

If a vacancy occurs in an Ad Hoc Committee prior to completion of its task, the remaining committee members shall determine whether to fill the vacancy. Upon determination of necessity the Council shall fill the vacancy and provide any suggestions or requirements for completing the task (e.g., survey, forums, research information/sources, and what (if any) funds are available).

All recommended members will be notified in writing of their status on the committee.

**COUNCIL CODE OF ETHICS****Code of Ethics:**

The Code of Ethics for the Council is a set of professional standards to be followed by Council members as they make decisions affecting the school. This code shall be included in the Council policy handbook.

**Signature:**

Council members shall be given the freedom to sign the Code of Ethics. No Council member shall be coerced into signing the Code of Ethics or discriminated against if choosing not to sign the Code of Ethics.

**STATEMENT OF ETHICS FOR THE ANCHORAGE PUBLIC SCHOOL COUNCIL**

Members of the Anchorage Public School Council, while representing teachers, parents, students, and school administrators have the educational welfare of the students served by the school as their highest priority. We acknowledge that the school belongs to the public it serves and that our responsibilities as Council members require gathering and giving accurate information and making decisions that will be in the best interest of the students. We further acknowledge that we can best meet our responsibilities when we work as a team, show respect for one another, and demonstrate a commitment to the total educational program of the school by adhering to the community standards. Therefore, we understand that regular attendance at Council meetings is expected. Upon three missed meetings, removal from the Council will be discussed

Refraining from discussing information that can be detrimental to a person or a group is a behavioral standard by which the Council will abide

The responsibilities of the Council and these prior acknowledgements require each Council member to maintain standards of exemplary professional behavior. Each Council member and the Council as a whole will be observed and appraised by the faculty, students, and community. In the interest of the school and each student served by the school, the Council subscribes to the following statements of ethical standards.

**School Council Operational Policies**

**STATEMENT OF ETHICS FOR THE ANCHORAGE PUBLIC SCHOOL COUNCIL (CONTINUED)**

Members of the Council Shall:

- Make the well being of students the fundamental value in all decision making actions.
- Fulfill responsibilities with honesty and integrity.
- Abide by policies set by the Council.
- Demonstrate a willingness to work as a team.
- Show support of decisions made by the Council.
- Avoid sharing information that is considered confidential by the Council.
- Represent his/her constituency group as accurately as possible.
- Demonstrate commitment to the work of the Council and to the school.
- Avoid using positions for personal gain through political, social, religious, economic, or other influence.
- Demonstrate respect for all people regardless of race, national origin, sex, religion, and political affiliations.

I agree to abide by these standards.

Signature\_\_\_\_\_

Date\_\_\_\_\_

**RECONSIDERATION PROCESS**

Appeals from decisions of the Council may be made by any resident of the District, parent, student, or employee of the school.

Prior to being appealed, the issue must first be presented in writing to the Council for reconsideration. Issues from Council consideration shall be delivered to the Principal who shall bring the matter before the Council at its next meeting. If the matter is not satisfactorily resolved within ten (10) school days from the date the issue is presented to the Council, an appeal may be submitted in writing to the Superintendent.

**School Council Functional Policies****ASSISTANCE TO PRINCIPAL IN SELECTION OF SCHOOL PERSONNEL****Vacancy:**

The Superintendent shall advise the Anchorage Board of Education and the Principal(s) shall advise the School Council of any resignation or non-renewal of contract of a certified teacher. The School Council shall send a recommendation to the Anchorage Board of Education whether to eliminate, modify, or declare the position as vacant.

**Criteria:**

Once a certified position has been identified as vacant, either by resignation or the creation of a new position, the Council shall appoint an ad hoc committee to develop a set of selection criteria with input from the Council and teaching team where the vacancy exists.

**Interview:**

The Superintendent shall provide a slate of candidates for each certified position. The ad hoc committee shall review written information and interview candidates. The Principal shall serve on all ad hoc personnel committees.

The Principal may form ad hoc committees to assist with the selection of classified employees.

**Selection:**

The Principal shall be responsible for making the final choice for filling all certified and classified vacancies.

**Reporting:**

The Principal shall report the choice of an employee to the Superintendent in writing.

**INSTRUCTIONAL MATERIAL ADOPTION AND SELECTION****Textbook Adoption:**

The Textbook Plan will be developed by the assistant Principal and the faculty. The Principal will recommend the plan to Council for approval.

**COMPREHENSIVE SCHOOL IMPROVEMENT PLAN (CSIP)****Action Plan:**

The Council shall (establish a) review the CSIP (within a 5-year cycle) annually. The Plan should include any Council goals or objectives with estimated timelines for implementation or completion, and any estimated resources. The Plan should incorporate a planning calendar identifying major milestones of these goals/objectives.

**Needs Assessment:**

The Council shall identify the most pressing needs of the school as related to student needs and educational factors recommended or set by the state. The assessment shall be conducted informally and formally by the Council with input from the faculty, staff, and parent leaders and serve as input to the development of the CSIP.

**School Council Functional Policies****COMPREHENSIVE SCHOOL IMPROVEMENT PLAN (CSIP) (CONTINUED)****Reporting:**

The Council is responsible for monitoring progress of the CSIP and providing periodic (at least annually) to the Board and school community regarding its progress in meeting the provisions of the CSIP.

**STAFF PLANNING****Responsibility:**

The Council annually evaluates the staffing level of the school and makes recommendations to the Board of Education at the January Board meeting.

**LEARNING DELIVERY RESULTS COMMITTEE**

The LDR Committee is a standing Committee of the Council. It is responsible for:

- Monitoring validity, reliability and implementation the of Community Standards (e.g., alumni survey, community forums
- Recommends District assessment plan.
- And other tasks as assigned by the Council

**DETERMINATION OF THE SCHOOL CALENDAR**

The Council is the School Calendar Committee. The Council will solicit input from staff and parents annually in the development of the school calendar. The Council will recommend the school calendar to the Anchorage Board of Education at the January Board meeting.

**EXTRACURRICULAR COMMITTEE****Extracurricular Activities:**

Extracurricular programs shall consist of all activities conducted during non-school hours under the auspices of the school both on and off school campus. Examples of extracurricular programs are sports, music, athletics, academic competition, and clubs.

**Standing Committee:**

The Extracurricular Committee is a standing committee of the Council. It is responsible for developing, monitoring and revising extracurricular programs and developing the philosophy for extra curriculum programs.

- Recommending policies for extracurricular programs
- Developing a plan for extracurricular activities
- Recruiting sponsors of extracurricular activities
- Outlining job duties/descriptions for sponsors of extracurricular activities
- Developing appropriate standards for extracurricular activities
- Assessing extracurricular activities including participation and effectiveness

**School Council Functional Policies****EXTRACURRICULAR COMMITTEE (CONTINUED)****Standing Committee: (continued)**

- Arranging for surveys of parents and students to determine their needs and interests as appropriate
- Providing input and recommendations to the Council regarding extracurricular programs

**Composition:**

The Committee is composed of three at-large teachers or staff, three at-large parents, and one Council member. The Assistant Principal is the chairperson of the committee.

**Policies:**

The policies shall be presented to all sponsors of all extracurricular activities annually, and abiding by the policies shall be a condition for the service as an activity sponsor or coach. Included in the policies shall be academic qualifications (if any), supervision, method of evaluating the program and reporting the results, educational objectives, and other factors considered recommended by the Committee and Council.

**DEVELOP AND IMPLEMENT PROFESSIONAL DEVELOPMENT PLAN****Professional Development:**

Professional development is defined as those experiences provided to the faculty and staff to prepare them to fulfill their responsibilities and to maintain a focus on the needs and interests of children. Professional development includes both the four (4) days provided by the state and (other time) one (1) day provided by the Board of Education.

**Responsibility:**

The Council delegates to the Principal the responsibility to develop and implement Professional Development Plans. The Principal is responsible for:

- Assessing the professional development needs of faculty and staff;
- Developing a plan for professional development;
- Managing professional development activities including scheduling, facilities, and consultative assistance;
- Evaluating the program and report to the Council.

**Needs Assessment:**

The Principal shall conduct a needs assessment periodically to determine the priorities for the professional development program. The results shall be reported to the Council, and to the faculty.

**Planning:**

The Principal(s) shall develop a plan embedded in the Comprehensive School Improvement Plan for professional development which shall be approved by the Council.

### **School Council Functional Policies**

#### **SELECTION OF A PRINCIPAL**

The Superintendent believes that it is extremely important that input and advice is received from a diverse group of citizens of the district and the staff before a principal is selected; involvement in the selection decision will translate into initial support for the principal and support is necessary for success. Therefore the following guidelines have been agreed to by the Superintendent and the Anchorage School Council:

Once the vacancy has been verified by the Superintendent:

- A. The Council shall, after consultation with the staff and the Anchorage Parent Teacher Association, develop a list of qualities, characteristics desirable in a Principal and submit that list to the Superintendent.
- B. The Superintendent shall:
  - Actively recruit and widely search for qualified candidates
  - Compile a comprehensive list of no fewer than 4 candidates
  - Develop a list of questions from desired qualities from Council
  - Establish an advisory committee consisting of one (1) administrator, two (2) teachers, one (1) parent and the superintendent

Teachers and Parent call references using questions developed by the Superintendent.

Advisory Committee interviews selected candidate and presents information to the Superintendent.

Superintendent selects Principal.

#### **EVALUATION OF THE COUNCIL**

The Council shall discuss its effectiveness during its previous year no later than at its October meeting. The Council itself may choose to write a full evaluation of its operation. It may choose to give out questionnaires to staff and/or parents, and/or it may appoint a task force to write such an evaluation.

The Council shall present to the Anchorage School Board by the December Board meeting an Annual Report of Council Effectiveness. This report shall include recommendation of possible changes in the Board policies regarding the Council as well as overall Council operation.

The report shall describe the school's progress (in meeting the educational goals and District goals established by the Board) **as outlined in the CSIP.**

**School Council Functional Policies****COUNCIL FUNDS AND TRAINING**

Council members and the Council as a whole will function more effectively and more efficiently as a result of training. At the (first) December meeting (of each new Council) the date and time of the new Council member(s) training will be on the agenda. The Council may also wish to consider having members of other groups (Anchorage School Board, staff, PTA) receive some or all of the training that the Council receives.

The Council will not need any funds except for training. Supplies, equipment, secretarial work, etc. will be done as needed through the administrative offices of the Anchorage School District.

**PROXIES**

Voting Council members may not give anyone a proxy to vote for them at Council meetings.

Adopted-7/29/1997

Amended-10/7/1997

Amended-6/9/1998

Amended-8/5/2003

Amended-3/20/2007

Amended-11/16/2009

Amended-12/07/2015

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