

Knappa School District 4

Code: **IFCA**
Adopted: 8/18/03
Readopted: 5/20/13
Orig. Code(s): IFCA

Site Councils

The district shall establish a Site Council at each school site on a timeline established by the superintendent according to the following:

Operating Philosophy

All positions and recommendations developed by the Site Councils shall be consistent with effective schooling tenets, the district mission statement, philosophy and Board-adopted goals.

Membership

Each building council shall consist of employees with a direct connection to the particular school site and such other individuals as provided by statute and as determined by the district. Site Councils shall be formed and structured as follows:

| Category | Selection Procedure | Number |
|---|---|--------------------|
| 1. Teachers (includes all licensed teachers) | Elected by licensed teachers at school site | Not more than half |
| 2. Classified employees | Elected by classified employees at school site | Not less than 1 |
| 3. Building administrator or designee | Appointed by building administrator | 1 member |
| 4. Parents of students enrolled at the school | Selected by the parents of students attending the school, by a process to be defined by the Board | Not more than half |
| 5. Community-at-Large | Appointed by members upon application Determined by Board, appointed by council | Not more than half |

Membership Election Procedures

Elections of teachers and classified employees shall occur on or before May 15 of each year. Elected members shall serve until the subsequent election or their term as approved by the Board has expired.

Membership Appointment Procedures

The Board may determine other positions as deemed appropriate. Such positions may include, but are not limited to, local school committee, business leaders, students and members of the community-at-large. Appointments to these positions will be made by the Site Council.

Terms

Terms of service for Site Council members will be determined by the council with final approval by the Board.

Council Structure

Each Site Council shall designate a chairman and such other officers as deemed appropriate. The Site Council shall submit to the Board for approval a proposed plan of operation which shall include, but not be limited to, the manner in which meetings will be conducted, agenda development, decision-making process, distribution of minutes and procedures for public and other staff input. Operational plans will also include provisions for ongoing communications with the Board and administrative staff as appropriate.

Council Duties

Within the parameters established above, Site Councils shall be responsible for involving staff and initiating leadership in the following:

1. Improving the school's instructional program;
2. Developing a plan to improve professional growth and career opportunities for school staff;
3. Administering grants-in-aid for professional development of teachers and classified staff;
4. Developing and coordinating the implementation of the Oregon Educational Act for the 21st Century;
5. Advise the Board in the development of a plan for school safety and student discipline.

Grant Writing by Councils

Grant requests must be reviewed by the principal and presented to the Board prior to submission to the granting agency.

Limitation of Council Authority

No council shall have the authority to override an action of administrative rule/regulation, administrative decision or Board policy without the approval of the superintendent or the Board, respectively. Council decisions may not abrogate any provision of district collective bargaining agreements, other district contracts or law, except through the waiver process.

Public Meetings Law

Site Councils, the duties of which include advising the Board or making decisions on behalf of the Board, shall follow the notice, meeting and record keeping requirements of the Public Meetings Law.

END OF POLICY

Legal Reference(s):

[ORS 192.660 - 192.690](#)

[ORS 243.650](#)

[ORS 243.782](#)

[ORS 329.125](#)

[ORS 329.704](#)

[ORS 329.788](#)

[ORS 330.080](#)

[ORS 330.083](#)

[ORS 330.115](#)

[ORS 332.172](#)

[ORS 339.333](#)

[ORS 342.513](#)

[ORS 342.545](#)

[ORS 342.553](#)

[ORS 342.608](#)

[ORS 342.610](#)

[ORS 342.613](#)

[ORS 342.650](#)

[OAR 581-020-0105](#)

[OAR 581-020-0115](#)

[OAR 581-020-0130](#)

Cross Reference(s):

KC - Community Involvement in Decision Making