

SCHOOL BOARD/SCHOOL COUNCIL RESPONSIBILITIES

How Do They Work Together For Students?

STUDENT ACHIEVEMENT	
SCHOOL BOARD	SCHOOL COUNCILS
<p>Responsible for moving district to required school, district, state, and federal student achievement goals.</p> <p>Decides whether and how schools report annually to the board/superintendent team; minimal expectation would be that the board receives annual reports from each council, either verbally or in writing.</p> <p>Participates in setting school targets for reducing achievement gaps.</p> <p>Ensures that school and district improvement plans meet state guidelines.</p> <p>Decides whether schools have met achievement gap targets.</p> <p>Reviews school improvement plan with option of giving feedback and/or voting additional Section 7 support.</p> <p>Approves district improvement plan.</p> <p>Sets policy on graduation requirements.</p> <p>Sets policy on reporting student progress and student outcomes to the community and others (i.e. report cards).</p> <p>Sets policy on process used for school improvement planning and district improvement planning.</p> <p>Sets policy on assessing student progress.</p>	<p>Responsible for moving school to required school, district, state, and federal student achievement goals.</p> <p>Meets with board and/or prepares an annual report on the school's progress toward student achievement and all related school, district, state, and federal goals (if required by board policy).</p> <p>Sets school targets for reducing achievement gaps, subject to agreement with superintendent and school board.</p> <p>Develops, monitors, and revises school improvement plan focused on achievement each year (following planning process set by board).</p> <p>Develops, monitors, and revises policies to support the school improvement plan and raise student achievement, with the principal as instructional leader being responsible for implementing those policies.</p>
<p>Note: Student achievement is the main reason that all parties mentioned in this document exist; it is therefore critical that there be constant conversation about student achievement and about any strengths and/or weaknesses that must be addressed. Regular, focused board agenda items about student achievement are encouraged and/or expected by KSBA. School council/school board/superintendent discussions that are focused on student achievement are extremely beneficial to students and schools.</p>	

INSTRUCTIONAL TIME

SCHOOL BOARD	SCHOOL COUNCILS
Adopts school calendar.	Sets policy on school schedule (within calendar set by board). Sets policy on instructional practices.

INSTRUCTION	
SCHOOL BOARD	SCHOOL COUNCILS
<p>Sets graduation requirements, which represent the culmination of grades K-12.</p> <p>Establishes policy regarding alignment of instruction with state and federal standards.</p> <p>Sets policy on planning professional development.</p>	<p>Sets policy on:</p> <ul style="list-style-type: none"> • Curriculum (within district graduation requirements and state standards). • Instructional practices. • Assignment of students to classes and programs. • Extracurricular programs and sets participation rules, in keeping with district-wide standards of behavior for extracurricular activities, including athletics. <p>Sets policy consistent with board policy on:</p> <ul style="list-style-type: none"> • Enhancing student achievement and meeting state goals. • Alignment with state standards. • Technology use. • Program appraisal. • Student physical activity. <p>Determines organization of the ungraded primary program.</p> <p>Plans professional development for staff (in keeping with SIP).</p> <p>Selects textbooks and instructional materials.</p>
<p>Note: It is critical that school board, superintendent, and school councils communicate regularly about issues regarding student instruction; all goals, programs, and curriculum throughout the district must align with district graduation requirements, state standards, and federal standards.</p>	

DISCIPLINE	
SCHOOL BOARD	SCHOOL COUNCILS
<p>Adopts discipline code for all students in the district.</p> <p>Expels students (in keeping with discipline code and state and federal law).</p> <p>Provides or arranges for education services for expelled students.</p>	<p>Sets policy on discipline and classroom management in keeping with the district code of acceptable conduct, which the teachers and the principal then apply to individual students. (The council must not decide about individuals or hear appeals about individuals: see the "Grievance" section below for more information.)</p>

FACILITIES

SCHOOL BOARD	SCHOOL COUNCILS
<p>Adopts long-range facilities plan for district facilities. Responsible for assigning students to schools. Responsible for long-range district planning. Responsible for property sales and acquisitions. Responsible for school space use outside the school day. Decides when to build schools, close schools, and change which students attend each school.</p>	<p>Sets policy on use of school space during the school day.</p>
<p>Note: Through ongoing conversations between administrative staff and superintendent, as well as through conversations between board/superintendent governance teams and school councils, there should be an ongoing awareness of facilities needs and uses relative to student achievement and program needs.</p>	

PERSONNEL

SCHOOL BOARD	SCHOOL COUNCILS
<p>Sets qualifications, duties, compensation for employees. Adopts salary schedule for employees. Holds demotion hearings for administrators. Adopts policy regarding employee evaluations (subject to state approval). Evaluates superintendent; in so doing, sets expectation level for performance from all district employees. Grants leaves of absences to certified personnel if it is a leave as described in KRS 161.770. This does not apply to classified personnel. Adopts policies providing for leaves such as personal leave and Family Medical Leave Act leave. Appoints board treasurer, board secretary, and board attorney.</p>	<p>Determines number of persons employed in each job classification at the school level (within allocation from district). Develops procedures for consultation in selection of personnel. Selects principal when vacancy occurs. Consults with principal regarding hiring for school-level positions. Does not participate in evaluations, renewal decisions, or dismissals.</p>
<p>Note: School boards and school councils do have limited interaction, under law, with personnel actions; however, the major responsibility for personnel issues rests with the superintendent. It is critical that board members know how to effectively evaluate the superintendent, relative to school, district, state, and federal goals. The superintendent must then evaluate all other personnel against the same standards and expectations. It is also critical that school councils understand the role that principals play as their school's leader, and that council members recognize needs that must be met by the principal hired. The superintendent often considers the principal's input on other personnel actions; this is not required, but it is considered to be best practice.</p>	

BUDGET

SCHOOL BOARD	SCHOOL COUNCILS
<p>Levies local taxes as needed to provide adequate resources to schools.</p> <p>Allocates adequate resources to schools to support student instruction.</p> <p>Sets policy on staffing allocations in schools.</p> <p>Decides how to allocate Section 7 funds and may choose to provide other discretionary funds.</p> <p>Approves school-level fund raisers.</p>	<p>Determines number of persons employed in each job classification (within funds available from the board).</p> <p>Determines which textbooks, instructional materials, and student support services will be provided within the funding provided by the district.</p> <p>Determines local school budget within available funds.</p> <p>May request Section 7 funds from board.</p> <p>Reviews budget for categorical programs (usually done as part of school improvement planning).</p> <p>Determines use of money raised by the school (except for funds raised by specific student groups).</p>
<p>Note: Communication between all parties about budget dollars and effective use of those dollars is essential. School council/school board/superintendent meetings and discussions provide a forum for discussions about effective programs (or ineffective programs), emerging needs, and other budgetary items about which the board/superintendent governance team should be aware while developing each year's budget.</p>	

POLICIES

SCHOOL BOARD	SCHOOL COUNCILS
<p>Adopts policy giving school councils the responsibilities listed in state law.</p> <p>May voluntarily give the council additional authority (i.e., allow a school to set a different calendar, allocate funds for custodial supplies or utility bills).</p> <p>Adopts additional council-related policies on:</p> <ul style="list-style-type: none"> • School budget and administration. • Assessment of student progress. • Reporting student progress to parents and the community (i.e., graduation requirements, report card formats). • School improvement plans. • Professional development plans. • Parent, citizen, and community participation. • Cooperation and collaboration within the district, with other districts, and with other public and private agencies. • Waiver of district policies. • Council record keeping. • A process for appealing a decision made by a school council. <p>Adopts policy on issues not assigned to the school council.</p>	<p>Sets school policies on:</p> <ul style="list-style-type: none"> • Curriculum. • Assignment of staff time. • Student assignment. • School schedule (within board’s calendar). • School space. • Instructional practices. • Discipline and classroom management. • Extracurricular programs. • Consultation process. • Committees. • College level classes (high schools). <p>Sets school policy consistent with board policy on:</p> <ul style="list-style-type: none"> • Enhancing achievement and meeting state goals. • Alignment with state standards. • Technology use. • Program appraisal. • Student physical activity (P-5). <p>Operates within board policy on other issues, including student assessment and school improvement planning.</p>

Note: School boards and school councils should plan for regular review and updates of all policies governing their respective areas of governance.

GRIEVANCES AND APPEALS

SCHOOL BOARD	SCHOOL COUNCILS
<p>Sets district policy and procedures on student grievances, including order of appeal steps.</p> <p>If grievance concerns <i>discipline</i> of an individual student may, on a case-by-case basis, determine if it will hear grievance based on whether facts presented in the written grievance fall within its discretion or authority.</p> <p>If there is a question as to whether a student grievance is within the board's discretion or authority, consult with legal counsel.</p> <p>Sets district policy and procedures on appeal of council decisions about policy and other issues within council authority.</p>	<p>Based on board policy, may be the first body to consider student grievances that address the content of a council policy or other council decisions (but not grievances about how that policy has been applied to individual students).</p> <p>Based on board policy, may be the first body to consider appeals of council decisions on policies and other council responsibilities.</p>
<p>Note: A sound board policy calls for each grievance to be taken first to the person who made the decision in question, to allow a chance for one-on-one discussion and resolution. After that, the grievance may go directly to the superintendent, or to someone who supervises the person directly involved. Grievances should only reach the board if they cannot be resolved at those other levels. The same approach applies to appeals of council decisions. Councils must not hear appeals of decisions about individual students, both because a council's role is to set policy on those issues and because the decisions usually involve confidential student information that cannot be shared with council.</p>	