

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

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SCHOOL BOARD COMMUNICATION

Title:	Board Policy Worksession		
Date:	January 25, 2013	Item Number:	Worksession
Administrator:	Dave Jones, Assistant Superintendent <i>Dave Jones</i> Sean Dusek, Assistant Superintendent <i>Sean Dusek</i>		
Attachments:	<i>AR 0200 Goals for the School District (New). 3</i> <i>E 0200(a) School Initiative Quality Approval Process (New). 4</i> <i>E 0200(b) School Initiative Quality Assurance (New). 5</i> <i>E 0200(c-1) Technology/Digital Resource Request Form Instructions. 6</i> <i>E 0200(c-2) Technology/Digital Resource Request Form. 7</i> <i>AR 0420 School Based Management/Site Council 8</i> <i>E 0420 Site Council End of Year Report (New). 14</i> <i>E 0420 (a) Site Council Evaluation Form (to be deleted). 15</i> <i>E 0420(b) Site Based Improvement Councils (to be deleted). 16</i>		

Action Needed
 For Discussion
 Information
 Other: _____

BACKGROUND INFORMATION

The following were reviewed at the January 16, 2013 Policy Committee meeting. Additionally, AR 200 was previously reviewed by the committee at the August 6, 2012 meeting. AR 420 has been discussed by the policy committee several times with reviews requested from the Site Councils.

AR 0200 Goals for the School District (NEW)

- Quality assurance goals
- Method established so that schools may have initiatives and/or programs approved by the District to meet a District goal.

E 0200(a) School Initiative Quality Approval Process (NEW)

E 0200(b) School Initiative Quality Assurance (NEW)

E 0200(c-1) Technology/Digital Resource Approval Request Form Instructions (NEW)

E 0200(c-2) Technology/Digital Resource Approval Request Form (NEW)

AR 0420 School Based Management/Site Councils

- This document has incorporated the input from several of the site councils (Seward, K-Beach, and Sterling). All site councils were given several opportunities for input on these proposed changes which include
 - Annual review of bylaws
 - Meeting minutes to be disseminated to public and school community.
 - Meetings in accordance with Alaska Open Meetings Act
 - Minutes retention
 - Self-evaluation to include recommendation to include assessment of community input
 - Additional items affecting school improvement plans in which input from school councils may be considered.
 - Additional areas in which District office will assist in training.

E 0420 Site Council End of Year Report (NEW)

- Revised to replace existing *E 0420(a) Site Council Evaluation Form* and unused *E 0420(b) Site-Based Improvement Councils*

For your information, the following policy exhibits are in your Information Packet this time.

E 6153(c) Field Trip Information Form

E 6153(d) Verification of Field Trip Information

E 6153(f) Student Indemnification Statement

ADMINISTRATIVE RECOMMENDATION

Philosophy-Goals-Objectives and Comprehensive Plans

GOALS FOR THE SCHOOL DISTRICT

Quality Assurance

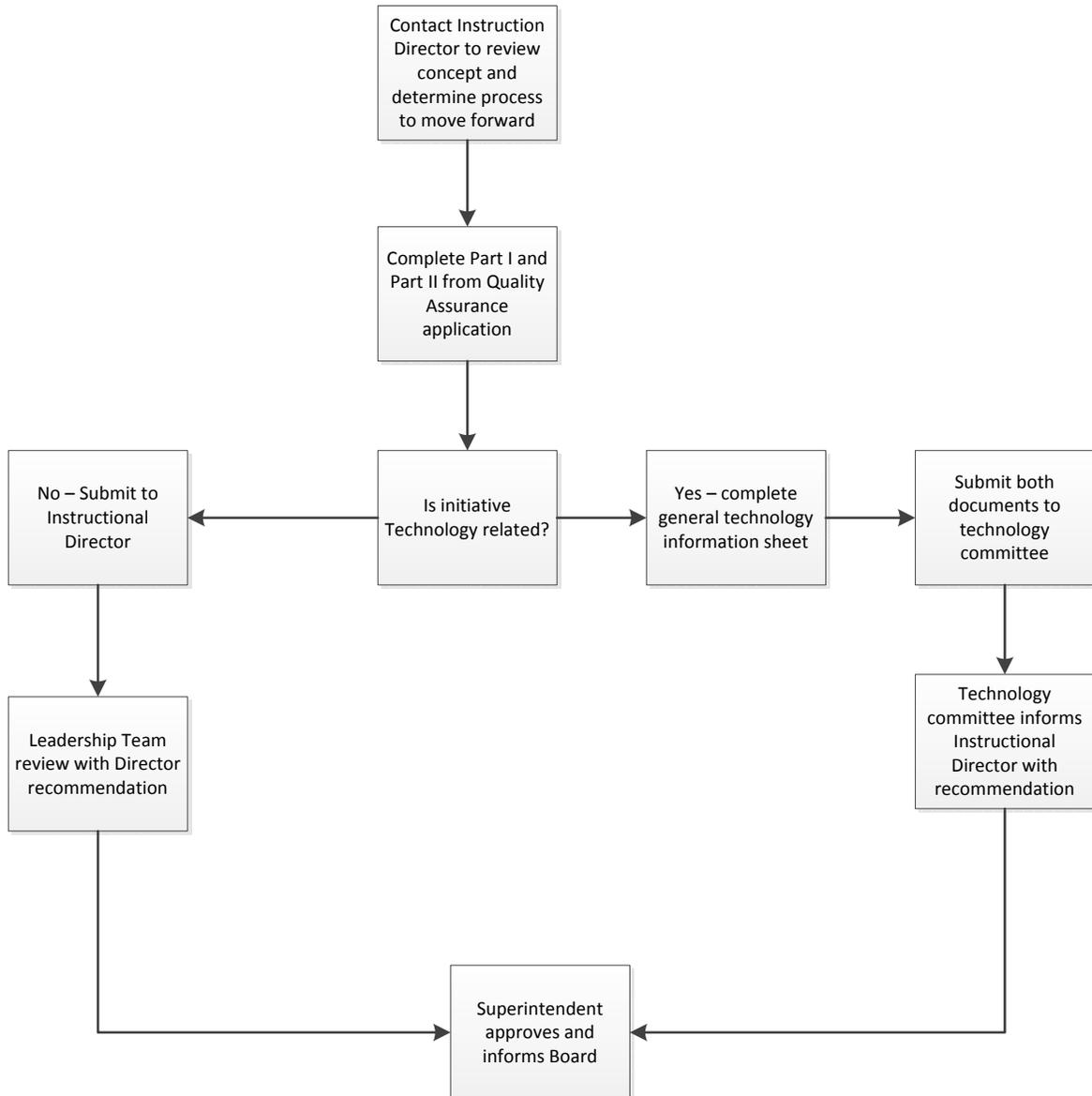
The Board of Education continuously monitors student achievement and the quality of the District's work. The Board shall establish a strategic plan to guide all District and school level activity. The Board shall be informed of all District level initiatives or programs. The Superintendent shall supervise the following quality assurance components and continuously keep the Board informed:

1. All initiatives and/or programs will help meet a District goal.
2. All initiatives and/or programs will be presented in plan format and include District-level focus areas and goals along with action steps.
3. School level initiatives and/or programs will follow the below steps:
 - a. Submit New Initiative/Program form to assigned Instructional Director
 - b. Instructional Director reviews request. Primary components of review are:
 - i. Does it help a school meet District goals?
 - ii. Are there planned assessments to ensure the initiative/goal is on track to meeting goals?
 - iii. Is there a quality communication plan with follow up?
 - c. Instructional Director informs District Leadership Team of request and recommends approval or denial
 - d. Superintendent approves and informs Board

(cf. 6190 Evaluation of Instructional Programs)

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Approved: _____

School Initiative Approval Process



**Kenai Peninsula Borough School District
School Initiative Quality Assurance**

Initial verbal overview with director

School:		School Vision:		Initiative:	
Part I - Plan: Identify the gap and the approach					
Purpose: What is the need? What is insufficient with current status or system? How will students benefit?					
District Strategic Plan Goal that is supported:					
Identify One-Year SMART objective:					
Identify Two-Year SMART objective:					
How will this plan be communicated to all stakeholders:					
Professional development/training needs for staff:					
Budget considerations: Where will the funding come from? What is the plan for sustainability?					
Part II - Initial Action Plan: What steps do you anticipate needing to take to reach the year-long SMART goal? Include communication to stakeholders.					
Step: What steps will you and your school take?	Measure/Indicator: What data will be collected? How will you know step is completed?	End Date: When will the work be completed?	Person(s) responsible:		
Part III - Study: Analysis of data after implementing initial action plan (this step should take place 90 days after implementation)					
What data gives evidence to progress of plan effectiveness? Insert data here along with analysis below.			What data gives evidence to a lack of progress of plan effectiveness? Insert data here along with analysis below.		
At the end of the year, please reflect on your answers in the above two boxes and check which option best describes what you will do in your next plan: ___ Year-long target goal has been met and will be changed to a new target goal on a similar topic. ___ Year-long target goal not met but current plan is effective so we will continue it. ___ Year-long target goal not met so plan will continue with improvements to the plan. ___ Year-long target goal not met and we will move in a different direction. ___ Other (Please explain)					
Part IV - Updated Action Plan: Revise or continue with implementation based on data analysis. What next steps do you anticipate needing to take to reach the three year-long SMART goal or revised SMART goal? Include communication updates.					
Step: What steps will you and your school take?	Measure/Indicator: What data will be collected? How will you know step is completed?	End Date: When will the work be completed?	Person(s) responsible:		
Part V - Study: Describe the results of the two-year implementation of this initiative. Include all supporting data and analysis below along with perceived and documented impact. Include how results will be communicated to stakeholders.					

School Administrator signature: _____
02/13

Kenai Peninsula Borough School District

Technology/Digital Resource Approval Request Form Instructions

In order to evaluate the effectiveness of digital resources in KPBSD and to ensure alignment with district goals, an approval process has been developed regarding the purchase of hardware and software.

Included below are directions for completing the form. The next page in this document includes a flowchart outlining the steps in the process.

- Step I: Complete the General Information section.
- Step II: Complete the Digital Resource Information section. Secure the building administrator's signature, Information Services' signature if required, and sign indicating your commitment to completing an evaluation report regarding the effectiveness of the digital resource.
- Step III: Complete Initiative Quality Assurance form Part I Plan and Part II Initial Action.
- Step IV: Requests of under \$2500 require only a one-year objective and study on the Quality Assurance form
- Requests over \$2500 require a complete review process on the Quality Assurance form

Request Timeline

1. Technology/Digital Resources requests will be reviewed monthly by the District Educational Technology Committee.
2. Submit request by the first day of the month to the Technology Integration Specialist.
Note: Requests submitted after the 1st day of the month will be reviewed the following month.
3. Applicants will be notified regarding the status of the request by the 15th of the month.

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

Technology/Digital Resource Approval Request Form

GENERAL INFORMATION

School Name	
Applicant Name	
Applicant Email	
Applicant Contact Phone	
Date Submitted	
Content Area	
Grade Level(s)	

DIGITAL RESOURCE INFORMATION

Digital Resource Title & Version Number	
Quantity	
Source – Company Name & Web Address	
Company Technical Support Representative	Name: _____ Phone: _____
Purpose of Digital Resource	Educational Game <input type="checkbox"/> Collaboration <input type="checkbox"/> Problem Solving <input type="checkbox"/> Simulation <input type="checkbox"/> Drill & Practice <input type="checkbox"/> Tutorial <input type="checkbox"/> Productivity <input type="checkbox"/> Creativity <input type="checkbox"/> Reference/Informational <input type="checkbox"/> Testing <input type="checkbox"/>
Type of Resource	Commercial Software <input type="checkbox"/> Online or Web Resource <input type="checkbox"/> Hardware <input type="checkbox"/>
Installation Type	CD <input type="checkbox"/> Download <input type="checkbox"/> External Hardware <input type="checkbox"/> Online Login <input type="checkbox"/> None <input type="checkbox"/>
Additional Equipment Needed	
Total Cost	
Administrator Signature: _____ Date: _____	
Purchase Compatible with District Infrastructure – Information Services' Approval Required if not on Compatible List	Information Services' Signature: _____ Date: _____

02/13

SCHOOL-BASED MANAGEMENT/SITE COUNCILS

Philosophy:

The Board of Education is committed to the continuous improvement of student learning and believes that student achievement can be enhanced through increasing the level of involvement of school community members affected by educational decisions.

Purpose and Role:

School councils function as an advisory body in the joint planning and problem solving processes for improving student learning that occur at the local school level. Individual members of school councils will bring ideas to and from their constituent group and then, after discussion and input, act as “people of goodwill” making the best decisions for the students of the school.

Council Composition:

School councils shall include representation of the following:

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

School councils may elect to expand their membership providing the proportionate representations of all groups (except the principal in one-administrator schools) remain the same.

In the absence of proportional membership in any of the representative groups, after a reasonable and documented effort has been made to enlist participation, the remaining members shall constitute a duly formed council and may conduct their business according to appropriately developed bylaws of the school based decision making council.

SCHOOL-BASED MANAGEMENT/SITE COUNCILS

~~In schools of less than 100 students, a request can be made to the Superintendent to substitute a nationally recognized parent group in the place of the school council as long as the representation on the leadership board is consistent with the council composition outlined above.~~

Charter Schools are exempt from the requirement for site councils as their Academic Policy Committee (APC) serves as the decision-making body representing parents.

Council Selection:

Principal: selected by virtue of his/her position and shall have the responsibility to guide the council in developing an organizational structure for conducting the council's business

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

Parents: eligible parents must have a child in the school during the period of elected service. The system for election is defined in the bylaws of school council. Recognized parent groups should be represented on the school council.

Non-parent community member: elected by the seated members of the council following a nomination process conducted by the principal, in accordance with the school council bylaws.

Student(s): elected through a process defined at the school level, in accordance with the school council bylaws.

Elected school council members may stand for re-election if they continue to meet the requirements of the position. Council members shall not be District Board of Education members. Parent and non-parent community members shall not be employees of the District assigned in any capacity (except short-term substitute or stipends) to the school of their representation.

SCHOOL-BASED MANAGEMENT/SITE COUNCILS

Parameters and Functions:

School councils shall conduct their business in compliance with the following:

- Alaska Statutes
- Alaska Department of Education and Early Development Regulations
- Board of Education Policies
- Federal Laws and Regulations related to education
- Negotiated Agreements and Associated Variances
- School District Administrative Regulations and Rules (i.e. enrollment, calendar, transportation, fiscal services, purchasing, environmental requirements [OSHA, AHERA], staffing formulas, curriculum, assessments)
- Contracts with suppliers and vendors
- Budgetary limitations
- Student Activity Association requirements
- Limitations defined by Board of Education action or administrative mandates

Bylaws:

All school councils shall operate under bylaws adopted by the council and filed with the Superintendent. Bylaws should be reviewed annually with amendments proposed as needed. School council decisions will be made by consensus as defined in the council bylaws. All meetings, notices, and agenda topics, and minutes are to be advertised, held publicly in accordance with the open meetings act, and minutes posted and/or distributed to the school population disseminated to the public and school community.

Bylaws should specifically address the following elements:

- School mission statement
- Composition of the school council and terms of service
- Officers
- Agenda setting
- Meeting frequency, date, and time, and requirement to be publicly held in accordance with the Alaska Open Meetings Act
(A minimum of four meetings is required per year)
- Minutes
(Copies sent to the Superintendent after each meeting)
(Posted and/or distributed to the school population)
(Copies retained in the school office for possible future reference by the public or staff)
- Process for revision of bylaws
- Process for Community input/participation in council work

SCHOOL-BASED MANAGEMENT/SITE COUNCILS

(See attached Exhibit for sample form)

- Self-evaluation to be completed annually with recommendation to assess community input/participation in council work
(District identified process submitted to the Board of Education– see attached Exhibit)
- 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, including working with the school council. When Districts and schools establish school councils that foster involvement focused on improving student achievement, all children benefit. To that end, input from school councils ~~will~~may be considered on decisions affecting school improvement plans such as:

- Inservice plans
- School staffing patterns
- Curricular initiatives/projects/courses
- Capital improvement and maintenance project needs
- Co-curricular activities
- School policies
- School budget
- Scheduling
- Preferred qualifications/characteristics for staff hires
- Concerns brought to the council by the public
- Parent/Student Handbooks
- Local needs based on student data
- Negotiating charter school shared facility agreements
- Facility improvement/modifications
- Pupil activity funds
- Board and district goals

Selection of School Administrator:

When a vacancy at a school site for the principal/~~principal~~principal/teacher becomes known, the Superintendent will consult with the School Council. The Council will provide the Superintendent with input regarding selection qualifications for candidates. Additionally, opportunities will also be provided for individual community or school members to provide information regarding

SCHOOL-BASED MANAGEMENT/SITE COUNCILS

preferred qualifications/characteristics that they would like candidates to possess. If an opening is determined, the Superintendent will cause the position to be advertised, will receive applications, screen and evaluate materials and conduct interviews. When possible, interviews will be open to the public to observe and will be conducted at the school with written opportunities for evaluation available to those observing. 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.

Waiver Process:

School councils that conclude their work in improving student performance is impeded or frustrated by the existence of a District policy or administrative regulation may petition for a waiver from the requirements. Written requests are submitted for consideration by the Superintendent. Waivers of policy and regulation must meet the following criteria:

1. Identify the specific policy, regulation, or requirement, which the council wishes to have waived.
2. Describe the manner in which the policy, regulation, or requirement impedes the improvement of student achievement in that setting.
3. Detail the manner in which the council anticipates accomplishing the intent of the policy, regulation, or requirement for which the waiver is sought.

The curriculum of the District is, by statute and policy, defined by the Board of Education. Departure from the prescribed curriculum will require approval consistent with the Board of Education regulation *BP 6141 Curriculum Development*.

District Support:

District office personnel will collect, interpret, and provide student performance data to the local school. The school councils will use this data as they review and assure alignment between school development plans/school council activities and the focus on improvement of student learning.

SCHOOL-BASED MANAGEMENT/SITE COUNCILS

In addition, District office personnel will use their specialties to assist school councils in operations and training, particularly in the following areas:

- Operational rules for school councils
- Conflict resolution
- Effective meetings
- Consensus building
- Techniques for active listening
- Goal setting processes, implementation plans, and assessment processes
- School council committees– to maximize involvement from constituencies
- Team building
- Assessing community attitudes
- Writing/updating bylaws
- Alaska Open Meetings Act
- Curriculum Development Process

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

Adoption Date: 4/4/2011

**Kenai Peninsula Borough School District
SITE COUNCIL END OF YEAR REPORT**

Year: _____ School: _____			
Site Council Goal(s):			
District Goal(s) that was supported: Be clear on how it was supported and how students benefited.			
Communication: How was the community informed of goal(s), meetings and updated on progress?			
What actions were taken to achieve the site council goal(s)?			
What measures were used to determine that goal(s) were reached?			
Meeting Dates	Major Topics discussed	Major Actions/Decisions during meeting	Prior Actions/Decisions reviewed – what evidence was used to determine impact of actions?
What data gives evidence to progress of meeting goal(s)?			
What other significant actions did the site council take to support District goal(s) during the year?			

TO BE DELETED

E-0420(a)

~~Kenai Peninsula Borough School District
Site Council Annual Evaluation Form
Due to Superintendent by June 1.~~

~~School _____~~

~~Meeting dates and approximate attendance for this school year:~~

~~What steps did the council take towards achieving the school goal(s)?~~

~~Which topic discussed/acted upon by your council led most significantly to the improvement of student learning? Explain.~~

~~List other significant topics discussed during site council meetings this year.~~

~~Is there an area where your council could benefit from additional training or information?~~

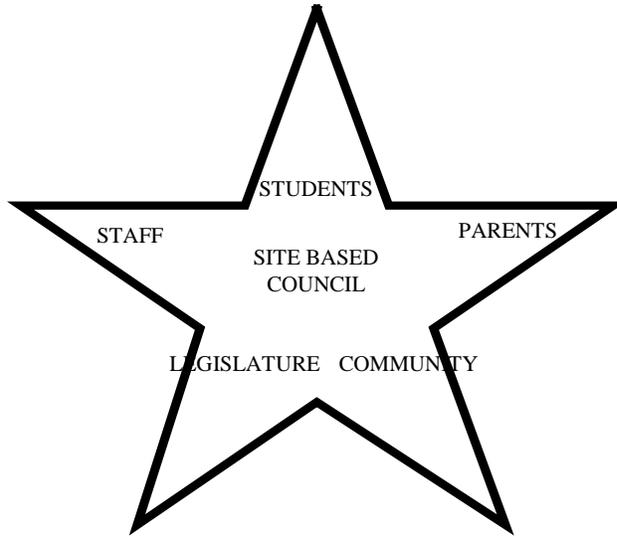
~~General Comments~~

~~Note: This form will be included in an information packet for Board of Education members.~~

TO BE DELETED

E 0420(b)

KPBSD SITE-BASED IMPROVEMENT COUNCILS
*Dedicated to the Continued Delivery of Quality Education
for all Students*



Date: _____

Concern: _____

Explanation: _____

Proposed Result: _____

Please submit this form to the school office in an envelope marked "Site Based Council." If you wish to have a personal response, please complete the information below:

Name: _____ **Phone:** _____

Address: _____