

USD 417 District Site Council Policy

The District Site Council (DSC) is a representative group of district personnel and community members that advises the Board of Education, through the superintendent, in matters concerning curriculum, instruction and Kansas Education Systems Accreditation (KESA) by representing the district's parents, community, and business/industry. The District Site Council provides input during each step of the growth process, including the needs assessment, goal area selection, leadership goal and action plan development, evidence/data, and analysis of growth. The site council duties include reviewing and providing input/feedback on the work of the District Leadership Team.

Meetings

GENERAL PROCEDURES: The DSC will meet a minimum of four times per school year for the purpose of carrying out its functions. At the beginning of each school year members will be informed of all regular meeting dates. Notification of all extra meetings shall be given at least five days prior to the meeting. Special meetings may be called as needed by the curriculum director, superintendent, or at least five members of the DSC.

DECISION-MAKING PROCESS: Decisions shall be by consensus of those members present. Voting will be used only when consensus cannot be reached and a decision must be made according to an immediate timeframe. In that case, simple majority shall rule. Consensus about decisions regarding policy will be determined at a meeting subsequent to the meeting at which the policy decision was proposed. (Consensus outlined in Appendix A.)

QUORUM: A quorum constitutes a simple majority of the total membership. Meetings will not be conducted unless a quorum is present.

CHANNELS OF COMMUNICATION: All recommendations of the DSC will be presented to the Board of Education by the superintendent and/or the curriculum director.

AGENDA DEVELOPMENT AND PROCEDURE: A tentative agenda for the following meeting shall be established by DSC consensus at the conclusion of each regular meeting. Additional agenda items for consideration by the DSC may be proposed by the members, by certified personnel, the superintendent or by members of the Board of Education. The items should be submitted to the curriculum director at least ten working days prior to the scheduled meeting of the council. The agenda and notification of the meeting shall be distributed to members of the DSC and posted on the district website at least five working days prior to the scheduled meeting. The director shall determine the priority of agenda items.

MAINTAINING MEETING RECORDS: Minutes of all meetings shall be recorded and kept on file by the secretary. Minutes will be forwarded to the director and DSC members, and posted on the district website. Summaries of Subject Area Committee meetings shall be forwarded to the director, and will be attached to regular DSC meeting minutes. The director will maintain a master file of all minutes, summaries, and other materials submitted to the DSC.

Amendments

The mission statement, long-range plan, and the policy document are subject to annual review. If changes, corrections, or updating are determined to be necessary after this analysis, then the DSC will make the amendments following the standard decision-making process.

Personnel

CHAIRPERSON OF THE DSC: The curriculum director will serve as chair of the DSC, with the following specific duties:

1. preside at all regular meetings
2. prepare and post agendas for all regular meetings
3. post minutes of all regular meetings
4. provide for notification of all meetings
5. call all special meetings
6. oversee selection of DSC members according to the policy document and provide for their training, using current DSC members as resources
7. appoint and train members of Subject Area Committees
8. monitor attendance of DSC members
9. receive all written resignations from DSC members
10. prepare an annual report on the activities of the DSC to be submitted to the superintendent and Board of Education
11. recommend yearly committee goals and objectives
12. represent the DSC at all Board of Education meetings and other appropriate public functions, or appoint a DSC member to do so
13. assure that all district committees adhere to the goals of the mission statement and the long-range plan

SECRETARY: The curriculum director and superintendent will select an individual who is not a member of the DSC, if possible, to serve as secretary. The duties of the secretary include these provisions:

1. attends all meetings of the DSC
2. takes accurate and thorough notes of proceedings, including attendance
3. types minutes of all meetings and distributes them to the DSC chair
4. maintains all DSC minutes, correspondence, and other pertinent documents

Members of the DSC

The members of the DSC shall be representative of district certified personnel and community members. If possible, for KESA work, there should be as many or more non-employee members of the district on DSC than employees. Membership should represent the district's various demographic and stakeholder groups (including business/industry located in district). Virtual attendance is an option, especially for representatives of business/industry corporate executives, for example. Interested parties will be asked to fill out an application and submit it to the curriculum director. The chair will work with the superintendent in making the final selections. However, principals will be asked for their input on teacher applicants and will periodically be asked to make recommendations.

Additional provisions are these:

1. **TERMS:** Members of the *first* DSC will serve for one, two, or three years in order to stagger terms. After the initial appointments, all members will serve for a term of three years. They may reapply for subsequent three-year terms.
2. **RESIGNATION:** A DSC member may resign at any time. A letter of resignation shall be written and submitted by the resigning member to the curriculum director at least one regular meeting prior to the effective date of the resignation. The resigning member's constituency shall then be notified immediately by the director. The vacancy shall be filled promptly from the constituency according to the selection procedures.
3. **COMPOSITION AND REPRESENTATION:** Member selection should provide for a variety of personal and professional traits, assuring that all grade levels and professional categories are represented.

K-6 teachers (CGES) (representing both Primary & Inter, if possible)	2
K-6 teacher (PHES)	1
7-8 teacher	1
9-12 teachers (representing both Core & Elective, if possible)	2
high school counselor*	1
building principals (CGES, PHES, CGJH/HS)*	3
curriculum director*	1
special education coordinator*	1
superintendent*	1
community representatives**	7
board member***	<u>1</u>
Total	21

*These members are on the DSC by virtue of their positions; they do not apply for membership.

**These members should include, if at all possible, non-employee parents, a local service organization representative, at least one business owner, and at least one industry owner or executive. Every attempt will be made to include representatives from the following communities: Alta Vista, Council Grove, Dunlap, Dwight, and Wilsey.

***The Board of Education selects one of its members to serve on the DSC.

4. ATTENDANCE: A member may be absent from no more than three regular meetings during one school year. Those who are members by application will be contacted by the director and/or superintendent after a second absence. In the case of an ex officio member's absences, the DSC as a whole, or the member's immediate supervisor will make a recommendation.

5. DUTIES OF AN INDIVIDUAL DSC MEMBER:
 - a. attends all regularly scheduled meetings of the DSC
 - b. maintains positive communication between the DSC and his or her representative group(s)

6. DUTIES OF THE DSC AS A WORKING GROUP (to advise, communicate, and make recommendations pertaining to each of the following):
 - a. acts as the communication link among the certified staff, superintendent, and Board of Education; and promotes and encourages communication among buildings and levels within the district
 - b. establishes meeting dates and length of meetings
 - c. sets and prioritizes goals for the year
 - d. reviews and acts on externally mandated assessment and accreditation issues
 - e. reviews the curriculum policy document on a yearly basis and makes revisions when appropriate
 - f. reviews the district mission statement on a yearly basis and makes revisions when appropriate
 - g. develops a long-range plan for curriculum development, implementation, and evaluation — with an annual review of progress and direction
 - h. recommends staff development sessions
 - i. guides the district through a process of defining proficiency and validates that definition periodically
 - j. discusses and possibly modifies grading practices and student progress reports
 - k. provides input about assessments
 - l. reviews the latest trends and developments in curriculum and instruction and makes decisions regarding their applicability in the district
 - m. receives reports from each building regarding implementation of any of the approved initiatives listed above

Subject Area Committees

Subject Area Committees (SACs) meet in accordance with the long-range plan for curriculum development. A SAC is formed for each subject area to be analyzed. The primary responsibility of

this group is to formulate a results-based curriculum and the corresponding local assessments.

1. **MEMBERSHIP:** Membership will include at least one representative from each grade level, K-6 and all the teachers of the targeted subject for grades 7-12. The number of individuals appointed to a SAC may vary according to subject; however, no SAC should be larger than 20 and no SAC involving all levels (elementary, middle, high school) should be smaller than five or six.
2. **DUTIES OF MEMBERS:** SAC members are expected to attend all committee meetings, complete assigned tasks, and maintain positive communication between the SAC and building faculties.

Procedures for Creating New High School Course(s) or Pathway(s)*

1. An individual or group (such as a SAC or CTE Advisory committee) must establish a need for the change by producing the following:
 - Course description and/or outline
 - Suggested KCCMS course code
 - Alignment to relevant state standards
 - Any CTE or pathway course submission requirements
2. Receive approval of building principal and curriculum director to move forward with the process. (suggested timeline: prior school year – September)
3. Present to and receive feedback from:
 - Building Site Council and/or CTE Advisory Committee (suggested timeline: September-October)
 - District Site Council (suggested timeline: November-December)
4. Present to the Board of Education. (suggested timeline for approval: January-February at the latest)
5. Changes made to high school "Course Description and Enrollment Guide" and online course system. Pathway(s) submission, if applicable. (suggested timeline: February-March)
6. Spring Pre-enrollment (March)

*Procedures BOE Approved 1-2018