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# **School Council Plan and Procedures**

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# **School Council**

## **I. Introduction**

As a one-school district, Anchorage has adopted many of the school-based decision-making (SBDM) practices, which are performed by the Anchorage Board of Education. Therefore, the Anchorage Board of Education (henceforth: the Board or the School Board) has exempted the Anchorage Independent School District from the legal requirements of School-Based Decision Making.

However, the Board has concluded that the concepts of a School Council can be used to improve our decision-making process, through the inclusion of multiple stakeholders. Specifically, the Board seeks regular, orderly, and systematic input from parents and staff on school decisions. Anchorage is a small school district. Its continuation and success depend on well-informed teamwork. The procedures that follow create an on-going Council of staff and parents who will seek and provide input to the Board in certain areas of school life. These are:

- School Environment
- School Organization
- Student Activities

### **A. Repeal and Modification of School Council Process**

The Anchorage School Council is a standing committee of the Anchorage Board of Education. As such, the Board may repeal the standing committee known as the Anchorage School Council. The Board also may modify the guidelines under which the Council operates.

### **B. Council Funds**

The Council will not need any funds to operate. Supplies, equipment, secretarial work, etc. will be provided as needed through the administrative offices of the Anchorage School District.

## **II. School Council Bylaws**

### **A. Terms and Removal from Office**

Parent and staff members on the Anchorage School Council will serve a maximum of two (2) consecutive two (2) year terms, with each service year beginning on January 1 and ending on December 31. After sitting out of council for a period of two (2) years, an individual again becomes eligible as a candidate for Council. Council members are expected to attend all Council meetings. Any Council members 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 with Council 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. If the Council chooses, they may request that the Superintendent provide a Hearing Officer to preside over the hearing.

## **B. Composition of Council**

The School Council shall consist of:

1. **Principal** (who serves as both a voting member and the chairperson of the Council)
2. **Certified Staff:** Four (4)
  - One certified staff member serving primary grade levels (K-3)
  - One certified staff member serving intermediate grade levels (4-5)
  - One certified staff member serving middle school grade levels (6-8)
  - One certified staff member working in the field of Essential Arts or Special Education
3. **Classified Staff:** One (1)
4. **Parents:** Four (4) Parents (or legal guardians)

When recruiting parents to fill vacant positions on the School Council, every attempt will be made to secure parent nominations that would ensure representation on the School Council in each of the following categories;

  - a. One parent with a student(s) in a primary grade (K-3)
  - b. One parent with a student(s) in an intermediate grade (4-5)
  - c. One parent with a student(s) in middle school (6-8)
  - d. One at-large parent member with a student enrolled at Anchorage School
5. **Ex Officio** (Non-voting): A member of the Anchorage Board of Education
6. **Ex Officio** (Non-voting): A member of the APTA Executive Board

## **C. Election of School Council Members**

### **1. Eligibility**

All employees assigned to the school are eligible to serve on the Council, as are parents/legal guardians 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.

### **2. Staff Members - Certified**

- a. The Principal shall provide all Certified staff written or electronic notice of elections for Council members at least four(4) weeks prior to the election. Nomination instructions and deadline shall be included in the election notice.
- b. Certified staff may nominate themselves or another teacher in their category. The categories are: Primary, Intermediate, Middle, Special Education or Essential Arts. Nominations shall be made electronically or in writing to the Principal no later than five (5) school days before the election. The Principal shall check with each nominee to get approval for placing his/her name on the election ballot.
- c. The Principal shall prepare the ballots containing the names of all qualified certified staff nominated in their respective categories. All voting will be by secret ballot. All certified staff may vote for one candidate in each category. The candidate in each category with the most votes will serve on the Council.

- d. If there are no nominations in any one of the four (4) categories within five (5) school days prior to the election, the Principal will attempt to recruit a certified staff member from the vacant category. If there are no candidates from that category, a certified staff member at-large may be nominated for the open position.
- e. Election of Staff Council Members will be held in the first two (2) weeks of November.
- f. Newly elected Certified Staff Council Members will take office beginning on January 1 after the election in November.
- g. District certified employees such as DPP, Finance Officer, or ECE Director are not eligible to serve on the Council.
- h. In case of a vacancy in the certified position on the Council, the Principal may appoint a certified staff member to serve until the next regularly scheduled election.

### **3. Staff Members - Classified**

- a. The Principal shall provide all Classified staff written or electronic notice of elections for Council members at least four(4) weeks prior to the election. Nomination instructions and deadline shall be included in the election notice.
- b. Classified staff may nominate themselves or another classified staff member. Nominations shall be made either electronically or in writing to the Principal no later than five (5) school days before the election.
- c. The Principal shall prepare the ballots containing the names of all classified staff members nominated. All voting will be by secret ballot. All classified staff members assigned to the school may vote for one candidate. The candidate with the most votes will serve on the Council.
- d. If there are no nominations within five (5) school days prior to the election, the Principal will attempt to recruit a classified staff member.
- e. Election of Staff Council Members will be held in the first two (2) weeks of November.
- f. The newly elected Classified Staff Council Member will take office beginning on January 1 after the election in November.
- g. District classified employees such as School Food Service Director, Maintenance Director, or District Technology Coordinator are not eligible to serve on the Council
- h. In case of a vacancy in the classified position on the Council, the Principal may appoint a classified staff member to serve until the next regularly scheduled election.

### **4. Parent Members**

- a. The Principal shall give written or electronic notice of upcoming elections to Anchorage School Parents at least four (4) weeks prior to the election; this notice will explain the functions, duties, and responsibilities of the Council as well as the nomination deadline(s) for becoming a candidate 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 the reasons why other parents should vote for them.

- b. Any parent who wants to be a candidate for the school Council must notify the Principal, electronically or in writing, of their intent to become a candidate, by October 31st.
- c. If there are no nominations within five (5) school days prior to the election in the vacant category, the Principal will attempt to recruit a parent with a child in the respective grade level.
- d. Candidate biographies will be shared with the school community during the first week of November and at least two weeks prior to the close of the election; elections will close by December 1st.
- e. Ballots will be available to all Anchorage School parents at the Anchorage School Board and School offices or electronically. Paper/Pencil ballots will be marked so duplication is not possible. Ballots must be received by the school office by 3:00 p.m. EST on the designated Election Day.
- f. Each parent of an Anchorage School student may vote for the same number of candidates as there are vacancies. The parent candidates with the most votes will be elected to serve a term on the Council.
- g. The PTA President (or his/her designee) and the Principal will count the votes and announce the results within one (1) week of the election. All candidates will be notified of election results prior to the general announcement.
- h. 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.
- i. In case of a vacancy in the parent position on the Council, the Principal may appoint a parent to serve until the next regularly scheduled election.
- j. 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.
- k. An election will not occur if there is only one candidate for an open position.

#### **D. Roles and Delineation of Duties**

The School Council serves in an advisory capacity to the School Board. As such, the Council reviews existing school procedures, Board policies and Council procedures; gathers data to inform decision-making; and makes recommendations to the Administration and Board. The Principal, as Chair of the Council, shall report to the School Board the input and oral and written recommendations of the Council, for their consideration when developing, modifying, or approving Board policies.

#### **E. Authority of the Council and the Principal**

As a standing committee of the Anchorage Board of Education, the Council must adhere to the Open Meetings Law.

##### **1. 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 assigned to the Council. The Principal(s) shall be responsible for implementing

procedures 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 assigned to the Council.

Authority to grant exceptions to existing Council procedures 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.

## **2. Authority of the Council**

The Council shall have the authority to review, recommend, and monitor school procedures, Council procedures and guidelines, and Board policies to promote student success 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 use committees to carry out the functions of the Council.

## **F. Operating Council Meetings**

### **1. Types**

Council members shall attend three (3) types of meetings:

#### **a. Regular Meetings**

The Anchorage School Council shall meet monthly, with the exception of June, July, and December, when no Regular Council meetings will be convened. Regular meetings may be canceled or rescheduled by the Principal, who serves as the chairperson of the Council, with approval from a majority of the voting members of the Council, including at least one parent member. Regular meetings will be held on a set day of the month and at a set time of the day. These meetings are open to the public.

#### **b. Special Meetings**

Special Council meetings may be called by the Principal, who serves as the Council chairperson. 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. These meetings are open to the public.

#### **c. Training Sessions**

Training sessions are designed for Council members to acquire knowledge and/or develop skills and develop plans for improving the school. Training sessions are open to the public and will be announced at least 24 hours prior to the meeting.

## **2. Chairperson**

The Principal shall serve as chairperson of all Council meetings. The Assistant Principal shall serve as the chairperson and shall preside at any Council meeting

that the Chairperson is unable to attend. The Council shall not meet without a principal.

### **3. Agenda**

Each regular and special Council meeting shall have an agenda. The agenda shall be formed by the chairperson with items suggested 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. Staff or parents who are not on the Council may submit an agenda item request, in writing, to a Council member. A person suggesting an agenda item must be present at the meeting for it to be discussed or the suggestion must be submitted in writing and signed by that individual.

### **4. Decision-Making Process**

The primary method of making decisions shall be by consensus. Voting Council members may not give anyone a proxy to vote for them at Council meetings. 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.

A minimum of four (4) voting members must call for a vote for majority rule to be applied. Decisions by majority rule shall require a majority of the voting members present and must include at least one staff and one parent in the majority. A tie vote will result in no action taken by the Council.

### **5. Reconsideration Process**

Appeals of 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 submitted in writing to the Principal for Council's reconsideration. The Principal 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 discussed at the Council meeting, an appeal may be submitted in writing to the Superintendent.

### **6. 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 staff, one parent, and one Principal present.

### **7. Minutes**

Minutes of all Council's regular and special meetings shall be recorded and posted on the school website. Minutes shall also be approved by the Council and stored in



a minute book. A copy of all minutes shall be provided to the Superintendent as a means of keeping him/her informed. If the decision was to recommend guidelines/procedures to the Board, 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.

#### **8. Recording Secretary**

The school secretary shall serve as recording secretary who shall be responsible for:

- a. Processing minutes.
- b. Filing Council minutes in the minute book.
- c. Filing copies of sign-in sheets.

#### **9. Communication**

A summary of the actions taken by the Council shall be available to all staff, parents, the Superintendent, and School Board members. The summary will be disseminated through posting Council minutes on the school website.

#### **10. 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:

- a. A sign-in sheet with guidelines included will be provided for interested parties to indicate their interest in speaking on an agenda item.
- b. If more than five (5) people are in attendance to address a similar concern, the Council may choose to table the discussion until the next meeting.
- c. Each speaker may have up to five minutes to speak before the Council.
- d. The Council may choose to not respond or comment on the speaker's information.
- e. **The names of the speakers and topics of discussion will be entered into the minutes of the meeting.**

### **III. Responsibilities of School Council**

#### **A. Comprehensive School Improvement Plan**

The Council shall review the Comprehensive School Improvement Plan (CSIP) annually.

#### **B. School Organization**

The Council will evaluate and provide feedback about areas of school organization with the goal of improving the quality of instructional time available. The Council will make recommendations about the following areas that pertain to school organization:

1. Scheduling: By March of each year the Council reviews the master schedule provided by the school administration and offers feedback to the Principal about the schedule for the next academic year.
2. Review of the School Calendar: The district's Calendar Committee will develop the School Calendar and will present it to the Council for review and feedback.

3. ~~Reconsideration of Instructional Materials: In instances in which an individual or group files a Level II written request for the review and evaluation of instructional materials, within five (5) business days of receiving the formal complaint, the Council may refer the complaint to the School Organization Committee for reevaluation. The School Organization Committee must establish a Reconsideration Committee which will include, but not be limited to, the following members.¶~~

~~Two (2) Teachers whose subject areas is affected~~

~~One (1) School Media Librarian¶~~

~~One (1) Principal or principal's designee from the related level (Committee Chair)~~

~~Two (2) members of the community¶~~

~~The following steps shall be taken by the Reconsideration Committee:¶~~

~~1. Review the specific written complaint.¶~~

~~2. Read and/or examine the materials in question.¶~~

~~3. Determine general acceptance of the challenged materials in the community, other school systems and professional media.¶~~

~~4. Discuss the complaint and merit of the challenged material; make a value judgment based on the materials as a whole, and not on parts taken out of context.¶~~

~~5. Determine the merit of potential alternative instructional materials.¶~~

~~6. Prepare a recommendation for disposition of the complaint.¶~~

~~7. File a written decision with the Principal and/or school council, as appropriate, and send a copy to the Superintendent/designee.¶~~

¶

~~The Principal, shall inform the complainant in writing of the decision within ten (10) school days after receipt of the completed form¶~~

### **C. School Environment**

The Council reviews School Board policies, Council procedures and school practices and procedures that impact the climate of the school as a whole, including those related to:

1. Safety
2. Discipline/Classroom Management Practices (including responsibilities of the student, parent, teacher and Principal)
3. Student Code of Conduct
4. Dress Code
5. Health & Wellness
6. Social and Emotional Learning
7. Positive Behavior Interventions and Supports
8. Bullying Prevention

The Council will review the Parent/Student Handbook and Middle School Handbook in its entirety on even calendar years and the Staff Handbook in its entirety on odd calendar years. Recommendations for changes to the handbooks will be made in writing to the Administration prior to April 1 for consideration and implementation for the following academic year.

Annually, the Council will update the School's Health & Wellness plan.

In order to complete this function effectively, the Council will be provided with reports and information from relevant stakeholders at the school, including the following:

- Safety & Climate Survey data
- Grade-level representative oral reports on climate and culture
- Annual Student Advisory Council oral report
- Impact Kentucky Working Conditions Survey data

#### **D. Student Activities**

The Council will review existing programs and policies related to Student Activities. Student Activities include all school-based, extra-curricular activities conducted during non-school hours under the auspices of the school both on and off school campus, as well as Community-based activities that utilize the school campus to hold practices/meetings or advertise at/thru the school. These activities include athletics, clubs, teams, academic competitions, music, and summer programming. The Council will make recommendations to improve the availability, consistency, and functioning of these offerings to the Administration and Board. To complete this function, Council will:

1. Review existing policies and procedures related to student activities
2. Gather information from key stakeholders and review data to assess and improve the quality of student activity offerings
3. Draft policy and procedure recommendations that improve the quality and consistency of student activities, as needed, to be submitted to the Board for their approval.
4. Review current student activity offerings and identify potential offerings that would be of interest to students

#### **E. Selection Process for School Level Classified & Certified Positions Assistance to the Principal in Selection and Initial Review of Certified School Personnel**

##### **1. 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 school level position. The Superintendent shall seek applicants for each vacant certified position.

##### **2. Criteria**

Once a school level position has been identified as vacant, either by resignation or the creation of a new position, the Principal, with consultation from Council, shall appoint an Interview Committee, consisting of a minimum of one certified staff member and one parent, to develop a set of selection criteria with input from the Council and teaching team where the vacancy exists.

##### **3. Review of Applications**

Once a school level position has been identified as vacant, either by resignation or the creation of a new position, the Principal, with consultation from Council, shall appoint a Screening Committee, consisting of a minimum of one certified staff

member and one parent, to develop a list of applicants recommended for interview through a thorough review of application materials and references.

#### **4. Interview**

The Interview Committee shall review all information submitted by selected candidates, check references, and conduct interviews. The Principal (or administrative designee) shall serve on all personnel selection committees.

When considering applicants for school level classified positions, the Council may delegate sole hiring responsibility to the Principal for a specific job opening.

#### **5. Selection**

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

#### **6. Reporting**

The Principal shall report the selection of a school level employee to the Superintendent in writing.

### **F. Selection of a Principal**

The following guidelines have been agreed to by the Board and the Anchorage School Council:

Once the vacancy has been verified by the Superintendent:

1. The Council shall, after consultation with the staff and the Anchorage Parent Teacher Association, develop a list of qualities and characteristics desirable in a Principal and submit that list to the Superintendent.
2. The Superintendent shall:
  - a. Actively recruit and widely search for qualified candidates
  - b. Compile a comprehensive list of no fewer than four (4) candidates
  - c. Develop a list of questions from desired qualities from Council
  - d. Establish a District Advisory Committee consisting of one (1) administrator, two (2) teachers, two (2) parents, and the superintendent
3. Teachers and parents call references using questions developed by the Superintendent.
4. The District Advisory Committee interviews selected candidates and presents information to the Superintendent.
5. Superintendent selects Principal.

## **IV. Committee System**

### **A. Establishment and 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. These committees will gather data and information for Council regarding specified areas of school life, will provide recommendations related to their work, and will provide reports as requested by the Council.

## **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 five members but no more than ten.
- c. To balance committee membership, a ratio of 3:2 (staff to parent) will be applied when possible.
- d. Each committee shall have at least one member who is a parent, one member who is a certified school employee, one member who is on the Council, and one school or district administrator.
- e. If a membership vacancy occurs on a Committee, the Council shall attempt to fill the vacancy. The Principal will recruit members as needed.

## **2. 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. The Board's Strategic Plan currently in effect shall determine the hierarchy of related Council committee reporting structure for a given academic year. In years the Strategic Plan does not include committees working in the following areas, Council will maintain Standing Committees that report directly to Council in the following areas:

- i. School Organization
- ii. School Environment
- iii. Student Activities

Annually, the Council will determine a detailed charge statement for each Standing Committee. This charge statement will include information about a specific area, need, or concern(s) to be addressed. Standing Committees will provide reports to Council on their progress in meeting the goals set by Council. Should the Standing Committee complete the goals set in the Charge Statement, they may provide information to Council pertaining to additional areas of focus. Council may then establish a new Charge Statement at that time.

The Chairperson or a designated representative from each Standing Committee will provide a report to the Council at least once per year or as determined by the annual Charge Statement developed by Council. Council members also may request additional reports and updates from a Standing Committee at their discretion.

## **3. Ad Hoc Committees**

- a. 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 charge from the Council. 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.

- b. The Council shall provide a suggested completion timeline for tasks and the expected frequency of reporting from the Ad Hoc Committee Chairperson or a designated representative from an Ad Hoc Committee.

## **B. Other District and School-Based Committees**

Other district-based and school-based committees will provide information to Council upon request of Council when needed to inform current work.

## **C. Selection of Committee Members**

### **1. Standing Committees**

#### **a. Requisite Membership**

- i. School Organization - Principal/Assistant Principal
- ii. School Environment - School Counselor
- iii. Student Activities - Athletic Director, Afterschool Coordinator, Communication Coordinator

#### **b. Notification**

Committee names, general descriptions, Charge Statements, compositions/constituency restrictions, vacancies, application instructions and deadlines shall be disseminated to parents and school employees electronically or in writing by the Principal by September 1st of each school year.

#### **c. Process**

Parents interested in serving on a Standing Committee must notify the Principal electronically or in writing of their intent to become a candidate, no later than fourteen (14) days after the advertisement of the open position. In the event that there are more parents who have submitted their names for consideration than there are open parent positions on a specific Standing Committee, the following process will be followed to select parent representatives to serve on the specified standing committee:

- i. The Principal will notify nominated parents within one (1) week of receiving all parent nominations that they will be required to submit additional information and provide the deadline for submitting requested documentation.
- ii. Parents will then be required to submit to the Principal, either electronically or in writing, a biography with names and grades of their children, the reason for wanting to be a Standing Committee member, and their qualifications to serve on the Standing Committee. This information is due within one (1) week of notification from the Principal.

- iii. The Principal will submit each parent's application for nomination (name, biography and qualifications) to all members of the School Council at the November Council meeting.
- iv. School Council members will review the application materials and will vote for one (1) parent representative. The parent(s) with the most votes will serve on the Standing Committee for a two-year term, beginning on January 1 of the upcoming year. Initial membership terms for standing committees will commence prior to January 1 and be varied when needed to create a staggered rotation of committee members.

Staff interested in serving on a Standing Committee must notify the Principal electronically or in writing of their intent to become a candidate, no later than fourteen (14) days after the advertisement of the open position. The principal may actively recruit staff to volunteer.

In the event that there are more staff members who have submitted their names for consideration than there are open staff positions on a specific Standing Committee, the principal will select staff representatives to serve on the specified standing committee.

**d. Appointment**

In the event that there are no nominees for open positions on a Standing Committee, the Principal shall recruit members. The Principal shall submit the names of recommended committee members to the Council for their approval. Upon Council approval, the nominees will assume their position on the specified standing committee.

**e. Vacancies**

Vacancies on Standing Committees will be filled with recommendation of the Principal and approval of Council. Term lengths for appointed members will be set as needed in order to maintain a staggered rotation of committee members.

**2. Ad Hoc Committees**

**a. Notification**

As the need arises, an announcement of the formation of the committee and the committee's charge will be published in the school news, electronically, at minimum a week prior to the committee's first meeting. Parents interested in serving on an ad hoc committee will submit their names to the Principal, either electronically or in writing, within one (1) week of this announcement.

**b. Appointment**

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

**c. 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.

**3. Term of Service**

**a. Standing Committees**

Standing Committee members serve for a period of two (2) years with the possibility to renew after the term ends.

**d. Ad Hoc Committees**

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

**4. Removal from a Committee**

Committee members are expected to attend all Committee meetings, of their respective committee. Any Committee member failing to attend two (2) consecutive meetings, unless excused by the Committee for satisfactory reasons, may be removed from the Committee. Following two (2) consecutive unexcused absences from regular Committee meetings, the member shall be given the opportunity for a hearing on his/her absences if the Committee chooses to initiate removal of the Committee Member. The Committee may vote to remove a member from the Committee after the hearing.

**5. Chairperson**

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

**6. 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 vote and report the results of that vote to the Council for consideration.

**7. Meetings**

**a. 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. Standing Committee are expected to meet at least once a trimester or a minimum of three times per year.



**b. Open Meeting**

Standing Committee meetings shall be open to the public. Meeting dates, times and locations will be advertised on the school calendar.

**c. Minutes**

Standing Committees shall keep minutes (summaries of discussion with any committee actions/recommendations recorded) of meetings. Committee members shall reach consensus for their minutes electronically within seven

(7) working days of the completion of a meeting. Committee minutes will be brought to the next Council meeting by the Council representatives on the committee. The minutes will be read, discussed and attached to the Council minute. Procedures for Ad Hoc Committees will be determined at the time of committee origination.

**7. 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.

**8. 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 and submitted to the School Board for consideration when funds are not already available within the school budgets to support the initiative. Requests for resources shall be made in writing to the Principal.

**V. COUNCIL CODE OF ETHICS**

**A. 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.

## **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 two (2) unexcused missed meetings, Council members will initiate a hearing to determine removal from Council.

Council members will refrain from discussing information, outside of official Council meetings, that can be detrimental to a person or a group.

The responsibilities of the Council and these prior acknowledgments 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.

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 the policies set by the Board and procedures 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.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_