



## Site Councils ([IB](#))

### Site Council Guidelines

1. Schools are required to have active Building Site Councils per Kansas Statute 72-6439 (d) and SMSD School Board Policy IB: School Site Councils.

2. Building Site Councils are made up primarily of non-employees of the school. Recommended Number of Members should be 10-15. It is critical to make sure that the Building Site Council represents the building's various demographic and stakeholder groups.

Membership must include:

- Principal
- Faculty Representatives: Certified and Classified
- Parents including representatives from PTA
- Student Representative
- Community members that represent business/industry

3. Building Site Councils must meet at least quarterly. These meetings are in addition to the District Site Council meetings that have been scheduled.

4. The focus of the Building Site Council is to provide input and feedback during every step of the School Improvement process including:

- Review student learning data
- Monitor goal area progress and implementation of the District's Strategic Plan
- Review school improvement goals and action plans
- Make recommendations regarding budgetary items and school building matters

5. Reporting Requirements

- Submit Building Site Council Roster and Meeting Dates- Due September 15 to C&I
- Submit meeting agendas and notes on the Building Site Council template (Minimum Quarterly)- Due to C&I one week after each quarter (1st Quarter Report- 10/18/19, 2nd Quarter Report- 1/3/20, 3rd Quarter Report- 3/27/20, 4th Quarter Report- 5/29/20)
- Submit End of Year Report- Due by the end of the year to C&I (5/29/20)
- Site Council Forms can also be accessed in the KESA Google Classroom