


WHAT COUNCILS DO

OVERALL DECISION AREA	SPECIFIC COUNCIL RESPONSIBILITIES
School Improvement, Test Analysis, and Planning	<ul style="list-style-type: none"> Targets for closing achievement gaps School Improvement Plan (including professional development) Ungraded primary program Test scores analysis Program Review analysis
Council Operations	<ul style="list-style-type: none"> Committee Policy Bylaws (including deciding the agendas & frequency of council meetings)
Council Training	<ul style="list-style-type: none"> 3 hours for experienced members within 120 days of beginning term 6 hours for new members within 30 days of beginning term Training for members who fill a vacancy within 30 days of election
Budgets and Spending	<ul style="list-style-type: none"> Spending on staff (number of people employed) Spending for textbooks, instructional materials, and student support
Selection of Personnel	<ul style="list-style-type: none"> Consultation before principal selects people to be hired Selection of new principal
<div style="display: flex; align-items: center;"> <div style="flex: 1;"> <p>Adopt Policies (Legally Required & Best Practice) to be Implemented by the Principal</p>  </div> <div style="flex: 2;"> <p>LEGALLY REQUIRED POLICIES</p> <ul style="list-style-type: none"> Alignment with State Standards College-Level/Advanced Courses (Sec) Committees Consultation Curriculum Discip/Classroom Manage/Safety Emergency Management Plan Enhancing Student Achievement Extracurricular Programs Instr./Non-Instr Staff Time Assignment Instructional Practices Parental Involvement (Title I Schools) Program Appraisal School Day/Week Schedule School Space Use </div> <div style="flex: 1; padding-left: 20px;"> <ul style="list-style-type: none"> Student Assignment Technology Utilization Wellness Writing <p>BEST PRACTICE POLICIES</p> <ul style="list-style-type: none"> Budget/Spending/PD Classroom Assessment Cont. Improvement Planning End-of-Course (High School) Homework Parent Involve (Non-Title I) Primary/K-3 (Elementary) Principal Selection Program Review Wellness (Secondary) </div> </div>	

COUNCIL TASKS

In carrying out the above responsibilities/tasks/duties councils should be focusing on **INCREASING STUDENT ACHIEVEMENT** by:

- Having first and second readings on and adopting or revising policies in their areas of responsibility and reviewing and revising (if necessary) their bylaws,
- Hearing committee reports on charges they have given committees,
- Monitoring/discussing the Comprehensive School Improvement Plan EACH month,
- Monitoring/discussing the budget EACH month,
- Reviewing/discussing student achievement data (classroom assessment and the state assessments),
- Consulting on hiring staff and hiring a new principal (if necessary),
- Reviewing the Emergency Management Plan each year with first responders as required by law,
- Analyzing the findings from program reviews as required by law, and
- Fielding a myriad of other issues that may be brought to the council by stakeholders.

WHAT COUNCILS DO NOT DO

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| <ul style="list-style-type: none"> ⊗ Run school on a day-to-day basis ⊗ Break state or federal laws ⊗ Risk health and safety ⊗ Risk lawsuits and break contracts ⊗ Spend money a school doesn't have | <ul style="list-style-type: none"> ⊗ Create a successful school without strong support from the whole school community ⊗ Make decisions outside their areas of responsibility (For example, evaluate or fire staff, set salaries, set bus routes, assign students to schools, decide when to build new buildings, pay utility bills, or decide anything other than what's listed above) |
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