

TOPEKA PUBLIC SCHOOLS	REGULATION NUMBER: 2515-1
SUBJECT: SCHOOL SITE ADVISORY COUNCILS	DATE OF ISSUE: 12/18/92 <hr/> REVISIONS: 02/17/05 <hr/> PREPARING OFFICE: EDUCATIONAL SERVICES

I. PURPOSE:

To provide guidelines for the establishment and operation of school site advisory councils at every regular elementary, middle, and high school in the district as required by K.S.A. 72-6439(d).

II. PERSONNEL AFFECTED:

All building administrators

III. PROCEDURE:

A. Mission The mission of each school site advisory council (SSAC) shall be only to:

1. Provide advice and counsel to the school administrator in evaluating state, school district, and school site performance goals and objectives.
2. Provide advice and counsel to the school administrator in determining the methods that should be employed at the school site to meet these goals and objectives.
3. Site councils may make recommendations and proposals to the school board regarding budgetary items and school district matters, including but not limited to, identifying and implementing the best practices for developing efficient and effective administrative and management functions. Site councils also may help school boards analyze the unique environment of schools, enhance the efficiency and maximize limited resources, including outsourcing arrangements and cooperative opportunities as a means to address limited budgets.
4. School improvement plans will be the responsibility of and will be prepared by each school administrator with input from the SSAC. Each school administrator shall develop a document that details the organizational and operational structure of the SSAC within the guidelines

of this regulation, Board policy, and state law.

- B. **Guidelines for Membership** Each SSAC shall be appointed by the principal and should be comprised of no fewer than 6 and no more than 15 members. Annually, each school administrator shall report the SSAC membership list to the superintendent, who will share the same with the Board of Education. At a minimum, each SSAC shall be composed of the principal and representatives of: teachers and other school personnel; parents of students attending school; the business community; and other community groups. Membership should, as much as feasible, represent a cross section of the school community by gender, race, disability, and ethnicity, including patrons without school-aged children. Middle schools and high schools shall have student representation. Initial membership shall be for a term ending with the 1993-94 school year for no less than half of the total membership and ending with the 1994-95 school year for the remaining members. Thereafter all members shall have a two-school-year term. SSAC members who have resigned or otherwise left office shall be replaced for the unexpired term.
- C. **Operational Guidelines** Meetings of each SSAC shall be subject to the Kansas Open Meetings Act (KOMA) and the Kansas Open Records Act (KORA). SSACs shall meet at least quarterly during the school year. Each building administrator may choose to serve as the chairperson of the SSAC or may establish the process by which the chairperson of the SSAC is selected. Each SSAC shall select a recording secretary from among the membership, whose responsibility it shall be to take the official minutes of each meeting. Each meeting of the SSAC shall have a written agenda which shall be disseminated to each member as soon as possible before the meeting.
- D. **Support Functions** Each building administrator shall provide such supplies, typing, and other logistical support as are reasonably needed by the SSAC within the school's authorized budget. The district's staff development office shall coordinate training requests from building administrators and shall provide for periodic training for the members of each SSAC.
- E. **School Planning and Management Teams** At Comer schools (or any other school using a SPMT), a SPMT shall be considered and shall be referred to as that school's School Site Advisory Council. SPMTs shall be organized and appointed pursuant to the requirements of this regulation and Policy 2515.