



# KENAI PENINSULA BOROUGH SCHOOL DISTRICT

## Office of Superintendent

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## M E M O R A N D U M

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**DATE:** July 2017  
**TO:** Building Administrators  
**FROM:** Sean Dusek *Sean Dusek*  
Superintendent of Schools  
**RE:** Site Council/Parent Group Minutes and Responsibilities

[BP 0420](#) School Based Decision Making/Site Councils defines site council roles, responsibilities, and operation. The following is offered as an annual checklist to assist you in meeting these requirements.

### Site Council Annual Responsibilities

- Schedule and advertise a minimum of four meetings per school year. The schedule must be *posted on your website by September 1*.
- Develop council goals for the year.
- Review assessments, school goals and improvement plans.
- Review and update bylaws.
- Define relationships and roles with other school groups.
- Hold member nominations and elections.
- Review discipline procedures for the school.
- Review pupil activity funds at the end of each semester.
- Understand legislative priorities and the budget process.
- Participate, as appropriate, in hiring.
- Help prepare the [annual evaluation](#), to be submitted by June 1

**Meeting Minutes:** After each meeting, submit a copy of the minutes to my office. I will review them, make comments, and ask questions as necessary. Unless substantive changes are made at the subsequent meeting, unapproved minutes are acceptable.

The minutes are a public record and should be easily accessible (e.g. posted on school website, sent electronically to parents, available in the school office). On site, retain copies of the minutes for five years.

Items required to be reflected in the minutes annually are:

- Review of school discipline policies/practices,
- Review of pupil activity funds at the end of each semester, and
- Acknowledgement of any funding for unallocated staff (outside of the staffing formula).

Note: Schools with less than 100 students may substitute a parent group for a site council.