



Book	Ready for the Board
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Title	Copy of LOCAL SCHOOL IMPROVEMENT COUNCIL
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#### 2120.01 - LOCAL SCHOOL IMPROVEMENT COUNCIL

The Board of Education believes that parent, family, business, and community engagement in all levels of education is fundamental to a healthy system of public education. The intent of this policy is to facilitate and encourage the involvement of the school community in the operation of the local schools to improve educational quality. The Local School Improvement Council (LSIC) should serve as the vehicle to promote school community and local efforts to support school effectiveness. A LSIC shall help develop and promote the school and system vision for excellence. The LSIC shall utilize data such as student achievement, discipline, parent, student, staff, and community surveys, the school's strategic plan, and other pertinent data to set their agenda and fulfill the required activities that are prescribed in State law.

#### Membership

The LSIC represents the voice of the County's education stakeholders. A local school improvement council shall be established at every school consisting of the following:

- A. the principal, who serves as an ex officio member of the council and is entitled to vote
- B. three (3) teachers elected by the faculty senate of the school; one (1) must of whom represent the social-emotional needs of students
- C. two (2) service persons elected by the service personnel employed at the school, one (1) of whom shall be a bus operator who transports students enrolled at the school
- D. three (3) parents, guardian(s), or custodian(s) of students enrolled at the school elected by the parent(s), guardian(s), or custodian(s) members of the school's parents teacher organization

If there is no parent teacher organization, the parent(s), guardian(s), or custodian(s) members shall be elected by the parent(s), guardian(s), or custodian(s) of students enrolled at school in such manner as may be determined by the principal. Under no circumstances may a parent member of the council be then employed at the school in any capacity.

- E. three (3) at-large members appointed by the principal, at least one (1) of whom resides in the school's attendance area and at least one (1) of whom represents business or industry, neither of whom are eligible for any local school improvement council membership under any of the other elected classes of members
- F. in the case of a school with students in grade 7 or higher, the student body president or other student in grade 7 or higher elected by the student body in those grades

In accordance with statute and policies of the WV Board of Education use of the term "parent" includes a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent or a guardian. Additionally, the term "family" includes family members such as guardians, parents, aunts, brothers, grandparents, and significant others whose involvement may be important to the child. Finally, the term "community" refers to all of the individuals who reside in a common locality including: residents, businesses, social organizations and networks, faith-based organizations, and civic leaders.

Nothing prohibits expanding the membership of LSICs to include non-voting members or to request other stakeholders to participate in meetings of the LSIC. Although assistant principals may attend LSIC meetings, they may not serve as a voting member or chair of the LSIC.

### **Election of Members**

The principal shall arrange for such elections to be held prior to September 15th of each school year to elect a council and shall give notice of the elections at least one (1) week prior to the elections being held. To the extent practicable, all elections to select council members shall be held within the same week.

### **Training**

It is the responsibility of the principal to provide for appropriate training regarding the roles and responsibilities of LSIC members. ~~Any training for members shall meet the guidelines established by the WV Board of Education.~~ The WVDE provides resources and technical assistance for conducting effective LSIC meetings.

### **Term of Office**

Parent(s), guardian(s) or custodian(s), teachers and service personnel elected to the council shall serve a two (2) year term and elections shall be arranged in such a manner that no more than two (2) teachers, no more than two (2) parents, guardian(s) or custodian(s) and no more than one (1) service person are elected in a given year. All other non-ex officio members shall serve one (1) year terms.

### **Vacancies**

Council members may only be replaced upon death, resignation, failure to appear at three (3) consecutive meetings of the council for which notice was given, or a change in personal circumstances so that the person is no longer a representative of the class of members from which appointed. In the case of a vacancy in an elected membership position, the chair of the council shall appoint another qualified person to serve the unexpired term of the person being replaced or, in the case of an appointed member of the council, the principal shall appoint a replacement as soon as practicable.

### **Organization Meeting**

As soon as practicable after the election of council members, and no later than the first day of October of each school year, the principal shall convene an organizational meeting of the school improvement council. The principal shall notify each member by written or electronic means at least five (5) employment days in advance of the organizational meeting. At this meeting, the principal shall provide each member with the following:

- A. a copy of the current applicable sections of WV Code ~~18-5A-1~~ 18-5A-2 et seq.
- B. any WV Board of Education rule or regulation promulgated pursuant to the operation of these councils
- C. any information as may be developed by the Department of Education on the operation and powers of local school improvement councils and their important role in improving student and school performance and progress

### **Election of Chair; Term of Office; Vacancy**

The council shall elect from its membership a chair and two (2) members to assist the chair in setting the agenda for each LSIC council meeting. The chair shall serve a term of one (1) year. If the chair's position becomes vacant for any reason, the principal shall call a meeting of the council to elect another qualified person to serve the unexpired term. Once elected, the chair is responsible for notifying each member of the school improvement council in writing five (5) employment days in advance of any council meeting. The principal of the school shall not serve as the LSIC chair.

## Meetings

School improvement councils shall meet at least once every nine (9) weeks or equivalent grading period at the call of the chair or by the petition of three-fourths (3/4) of its members. All meetings of the LSIC must be open to the public in compliance with the provisions of the Open Governmental Proceedings Act.

The school improvement council annually shall conduct at least one (1) meeting to engage parents, students, school employees, business partners and other interested parties in a positive and interactive dialogue regarding the school's academic performance and standing as determined by business partners and other interested parties to make specific suggestions on how to address issues which are seen to affect the schools' performance which may include, but not limited to, parent and community involvement, the learning environment, student engagement, attendance, support for at-risk students, curricular offerings, resources and the capacity for school improvement. The council shall announce any such meeting ten (10) employment days in advance.

The local school improvement council of each school deemed to be low performing under the accountability system established by the WV Board of Education shall meet at least annually with the County Board. At any such meeting, the principal and local school improvement council chair, or another member designated by the chair, shall be prepared to address the dialogue at this meeting or meetings to give parents, students, school employees, business partners and other interested parties an opportunity to make specific suggestions on how to address issues which are seen to affect the school's academic performance and any other matters as may be requested by the County Board as specified in the meeting agenda provided to the council and may further provide any other information, comments or suggestions the local school improvement council wishes to bring to the County Board's attention. Anything presented by the LSIC shall be submitted to the County Board in writing. The County Board shall report details of its meeting with the LSIC to the WVBE at the conclusion of the school year, but no later than September 1.

Each LSIC shall adopt a set of bylaws or meeting procedures.

The Superintendent shall monitor principals to ensure all LSIC meetings occur as outlined in WV policy 2322.

## Awards and Grants

School improvement councils shall be considered for the receipt of school of excellence awards and competitive grant awards and may receive and expend such grants for the purposes provided in this policy. Local school improvement councils may propose alternatives to the operation of the school in accordance with WV Code 18-5A-3 and may include in the proposal a request for a waiver of rules and policies of local board and State Board, the State Superintendent's interpretations, and State statutes if necessary to implement the proposal. In any and all matters that may fall within the scope of both the school improvement councils and the school curriculum teams authorized in WV Code 18-5A-5, the school curriculum teams shall have jurisdiction.

## Promotion of Innovations and Improvements

In order to promote innovations and improvements in the environment for teaching and learning at the school, a school improvement council shall receive cooperation from the school in implementing policies and programs it may adopt to:

- A. encourage the involvement of parent(s), guardian(s) or custodian(s) in their child's educational process and in the school;
- B. encourage businesses to provide time for their employees who are parent(s), guardian(s) or custodian(s) to meet with teachers concerning their child's education;
- C. encourage advice and suggestions from the business community;
- D. encourage school volunteer programs and mentorship programs; and
- E. foster utilization of the school facilities and grounds for public community activities.
- F. encourage students to adopt safe and healthy lifestyles; and
- G. communicate to students the common skills and attributes sought by employers in prospective employees.

## Adoption of Guidelines

Councils may adopt their own guidelines established under this policy. In addition, the councils may adopt all or any part of the guidelines proposed by other local school improvement councils, as developed under this policy, which are not inconsistent with the laws of this State, the policies of West Virginia Board of Education or the policies of the County Board of Education.

### Communication

It is the responsibility of the LSIC to utilize various modes of communication and technological tools to interact with parents and the broader community. By developing effective forms of communication both from school-to-home and home-to-school the foundation for strengthening school programs, family practices, and student learning and development.

### WV Board of Education Assistance and Training

The WV Board of Education shall provide assistance to a local school improvement council upon receipt of a reasonable request for that assistance. The WV Board of Education also may solicit proposals from other parties or entities to provide orientation training for local school improvement council members and may enter into contracts or agreements for that purpose.

### Alternatives to Operation of Public Schools; Waivers

Local schools are encouraged to facilitate the design and implementation of innovative initiatives by working through the local school improvement councils that meets the school's needs and circumstances. A local initiative may propose alternatives to the operation of the public school that enable the school to better meet or exceed the high quality standards established by the WV Board of Education I increase administrative efficiency, enhance the delivery of instructional programs, promote student engagement in the learning process, promote business partnerships, promote parent and community involvement at school or improve the educational performance of the school generally. In accordance with this intent, the local school improvement council may submit to the local Board alternatives to the operation of the school. If the local Board approves the proposal, it may designate the school as an innovative school and may provide funding to implement the proposal.

An alternative proposed by a local school improvement council shall set forth the objective or objectives to be accomplished under the proposal, how the accomplishment of such objective or objectives will meet or exceed the standards established by the WV Board of Education, the indicators upon which the meeting of such standards should be judged; a projection of any funds to be saved by the proposal and how such funds will be reallocated within the school, or any costs associated with the proposal and proposed funding sources; and any policies or rules promulgated by the State or local board and State Superintendent of interpretations and any State statutes for which a waiver will be required for the proposed alternative to be implemented.

For an alternative to be proposed, at least two-thirds (2/3) of the members of the local school improvement council must vote in favor of the proposal. If the alternative to be proposed includes the request for a waiver of policies or rules promulgated by the State or local Board, State Superintendent interpretations or State statutes affecting employees, then prior to the proposal of the alternative, a majority of the local affected employee group must agree.

A local school improvement council shall submit its proposed alternative to the local board. The District Board shall acknowledge receipt of the proposal and promptly review the proposed alternative. The District Board may request additional information and clarifications from the local school improvement council regarding the proposed alternative. The District Board shall approve or disapprove the proposal and return it to the council with a statement of the reasons for the action taken, subject to the following:

1. ~~If an alternative proposed by the local school improvement council requires the waiver of any policies or rules promulgated by the District Board, approval of the proposal by the District Board constitutes a grant of the waiver.~~ If an alternative proposed by the LSIC requires the waiver of any policies or rules promulgated by the local Board, approval of the proposal by the Board constitutes a grant of the waiver;
2. If an alternative proposed by the local school improvement council requires the waiver of any policies or rules promulgated by the State Board and the District Board approves the proposal except that a waiver by the State Board is required, the District Board shall forward the approved proposal to the State Board for final determination. The State Board shall acknowledge receipt of the proposal and promptly review the proposed alternative in consultation with the District Board or their agents and, in its discretion, approve implementation of the alternative or reply to the District Board and council within a reasonable time as to its reasons for not approving the proposed alternative. Approval of the proposal by the State Board constitutes a grant of the waiver.
3. If an alternative proposed by the local school improvement council requires the waiver of a State Superintendent's interpretation and the County District Board approves the proposal except that a waiver by the State Superintendent is required, the County District Board shall forward the approved proposal to the State Superintendent for final determination.

The State Superintendent shall acknowledge receipt of the proposal and promptly review the proposed alternative in

consultation with the County District Board or their agents and, in his/her discretion, approve implementation of the alternative or reply to the County District Board and council within a reasonable time as to its reasons for not approving the proposed alternative. Approval of the proposal by the State Superintendent constitutes a grant of the waiver.

4. If an alternative proposed by the local school improvement council requires the waiver of a State statute and the District Board approves the proposal except that a waiver of the statute is required, the District Board shall forward the approved proposal to the Legislative Oversight Commission on Education Accountability. The commission shall acknowledge receipt of the proposal and promptly review the proposed alternative in consultation with the District Board or their agents and determine whether a recommendation should be made for an Act of the Legislature to waive the statute to permit implementation of the proposed alternative.
5. If an alternative that requires a waiver is proposed by more than one (1) local school improvement council in the County District and the County District Board approves, the County District Board may forward a consolidated proposal requesting the waiver to the appropriate bodies, and
6. When an alternative to the operation of a school is approved, the local Board shall establish a process for evaluation of the operation of the alternative. Approval for the operation of the alternative may be continued or revoked at any time based upon the results and findings of the evaluation.

Notwithstanding any other provisions of the law to the contrary, a local school improvement council is not prohibited from permitting off-site classrooms to be developed in conjunction with local businesses if those sites meet the requirements established by the District Board for sites that are located off campus.

### **Evaluation**

The LSIC is responsible to monitor and evaluate the implementation and impact of the agenda that they have established.

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### Legal References

WV Code 18-5A-1 through 3, 18-5-14