

21st Century Schools Councils

It is the responsibility of the principal of each school to ensure that site councils established follow the regulations and administrative procedures set by the superintendent. Schools planning to form a 21st Century Schools Council shall apply to the Board for approval using the format provided.

Applications for renewal of the council from one year to the next may be approved by the superintendent unless a change in the purpose or program is proposed by the school.

Membership

Each building council shall consist of employees with a direct connection to the particular school site and such other individuals as provided by statute and as determined by the district. 21st Century Schools Councils shall be formed and structured as follows:

Category	Selection Procedure	Number
a. Teachers (includes all licensed teachers)	Elected by licensed teachers at school site	Not more than half
b. Classified employees	Elected by classified employees at school site	Not less than one
c. Building administrator or designee	Appointed by building administrator	One member
d. Parents of students enrolled at the school	Selected by the parents of students attending the school, by a process to be defined by the Board	Not more than half
e. Community-at-large	Determined by Board, appointed by council	

Basic mandatory site council size for the smallest schools will be:

Teachers	3
Principal or designee	1
Parent(s)	1
Classified staff	1

Larger schools may have larger councils if they choose to do so. The size beyond the basic mandatory size will be the responsibility of the individual school. The total number of voting members must be an uneven number.

Students may be appointed, especially older students, and they may be appointed by the membership as either ex officio or voting members.

Terms will be for two years after the council is established. Members other than the principal or designee will have staggered terms of one or two years. Terms of parent and community members will be for one year.

Organization of the Council

Each council will elect a chairman annually. The chairman will jointly plan meeting agendas with the principal. Minutes of all meetings will be topically recorded and provided to all staff members and to the superintendent. Other reports of site council activities may be required for assessment purposes.

Council Activities

To the extent practical, the council will initiate leadership to improve the instructional program, focusing on student outcomes and effective educational practices; develop and implement a plan to improve professional growth and career opportunities for the school staff; and develop and coordinate activities designed to institutionalize the provisions of the 21st Century Schools Act.

All council meetings are advisory in nature and subject to the Public Meetings Law.

Coordination of Decision Making

The superintendent shall allow each school the flexibility to achieve specified outcomes and meet the needs of all students effectively but regulate council decisions as they affect the operations or programs of other schools or departments in the district. The superintendent shall make the resources of the central office available for guidance, support, training and promoting the process of site-based decision making as a shared commitment of the entire district.

Application to waive policies, regulations, administrative procedures, collective bargaining contract provisions, state administrative rules or Oregon Revised Statutes may be made to the Board through procedures specified by the superintendent. Waivers must be approved by the Board before implementation or further processing.

Evaluation and Assessment

The superintendent will devise and implement a process to evaluate the progress of each school's council, reporting a full assessment of the council's efforts annually to the Board.

Funding

The Board directs the superintendent to support site council staff development activities with district funds as provided in future budgets or as such funds are provided through available grants.

Duties

Within the parameters established above, School Site and Leadership Teams shall be responsible for the development of plans to improve the professional growth of the school staff, the improvement of the school and its instructional program, the development and coordination of plans for the implementation of programs at the school site and the administration of grants-in-aid for the professional development of teachers and classified employees as provided for in Oregon Revised Statutes and Oregon Administrative Rules. Each council or team reports activities progress and results annually to the Board (site accountability reports).

Additional duties shall be set by Board policy.

Limitation of Council Authority

The district mission, beliefs, goals, priorities, strategic plan and policies shall continue to be established at the district level and approved by the Board. These establish the guiding framework within which school site councils and leadership teams develop school improvement plans.

All 21st Century Schools Council decisions are subject to superintendent and Board review and approval, respectively. Further, Schools Site Councils or Leadership Team decisions shall not abrogate any provisions of the district collective bargaining agreement, other Board contracts, Board policy or law except through the waiver process.

Site Council Application for Modifications or Waivers

Site councils shall not make recommendations that:

1. Supersede policy, state laws, regulations, minimum standards, federal laws and regulations or bona fide contracts with associations or private businesses;
2. Deviate from the adopted and agreed upon districtwide curricula and staff development programs;
3. Require reallocation of budgeted building expenditures;
4. Reallocate personnel or determine building FTE's; or
5. Conflict with the district's consolidated district improvement plan.

However, the site council may determine that one or more of the above items is pre-empting the school's ability to improve student outcomes, and fulfill the council's other statutory obligations, or be accountable for results in a specific area. In that case, the site council may apply to the Board to modify or waive the specific item which it has identified as the roadblock.

An application for modification or waiver of any of the listed items under this administrative regulation will be transmitted to the superintendent on school letterhead by the school's principal at least 30 working days prior to the date the waiver is needed. The superintendent will transmit a copy of the application for waiver to the presidents of the associations within one week of receiving it. The application will be dated and include all of the following:

1. A statement of the problem with the specific goals not being met and supporting data;
2. A description of all of the items to be modified or waived;
3. A description of the manner and extent to which staff members in the school were involved in the decision with the results of any votes taken;
4. A rationale for change which includes the who, what, when and where of the change – who will be affected, what will be done in terms of activities, when will the change take effect, for what duration and where, in the program, for example, will the change occur;
5. A timeline by month from the date of the application through the duration of the change to show anticipated benchmarks – the council should anticipate that any and all modifications or waivers would be granted for a finite period, subject to possible renewal based on a continuation application;
6. A budget showing source of revenue and expenses associated with implementing the change allowed by the modification or waiver;
7. A description of the data collection process and the means by which learning outcomes or other performance resulting from the change will be assessed;
8. A report of any known, or tentative, related obligations or liabilities the district may incur as a result of granting the modification or waiver.