

# Morrow County School District

Code: **IFCA-AR**  
Adopted: 11/13/95  
Readopted: 5/12/03  
Orig. Code(s): 7800-AR

## Site Councils

The district shall establish 21st Century Schools Site Councils at each school in the district.

### 1. Membership

Membership of building level councils shall include the following:

<b>Membership</b>	<b>Selection</b>	<b>Requirements</b>
Teachers, required	Election by peers	Shall serve
Classified, required	Election by peers	Shall serve
Principal/Designee, required	Appointed by superintendent	Shall serve
Parents/Guardians of students, required	Election by parents of students at that site	Shall serve
Board Member, optional	Selected by Board	May serve
Community, optional	Appointed by Council	May serve

Service on the council shall be voluntary, but classroom teachers, classified staff, parents or guardians of students and the principal or designee must be represented on the council.

If the Board determines that a school site is unable to fulfill the statutory composition requirements of the site council, or if the needs of a school site require a different composition, the Board shall establish the council in a manner that best meets the needs of the district.

**\*\*Board members selected will be ex-officio members of each council.**

### 2. Membership Election Procedures

The elections of teachers, classified employees and parents/guardians shall occur on or before September 15 of each year.

Each building employee group electing a council shall present candidates and hold an election by their peers.

Parent/Guardian members for each school's council shall be elected by ballot with candidate(s) listed and distributed through normal school to home and home to school methods.

### 3. Membership Appointment Procedure

Councils shall consider members of the community education committee for the community-at-large positions before making other appointments. If members of the community education committee are not included in the appointments, the council shall give reasons to the community education committee.

#### 4. Council Duties

The district's 21st Century Schools Site Councils will operate using the parameters as established in Board policy and administrative regulation. The general focus areas of site councils are specified in ORS 329.704 (1) and include student outcomes, improvement of instruction and staff development, but not administrative, personnel or managerial matters.

#### 5. Organization

Each building council should:

- Determine the number of members on the council;
- Establish the length of terms on the council;
- Establish staggered terms which maintain continuity of service on the council;
- Select officers;
- Establish method of replacement for members who leave;
- Establish the time and location of meetings within the local council attendance area;
- Select a code of conduct or adopt *Robert's Rules of Order*, latest revision, as a code of conduct;
- Maintain recorded agendas and minutes;
- Distribute minutes to the superintendent and Board members.

#### 6. Limitation of Council Authority

Whenever appropriate council decisions conflict with a recommendation of a community education committee, the council's action shall prevail. No council shall have the authority to override an action of administrative rules/regulations, administrative decision or Board policy without the approval of the superintendent and the Board, respectively. In all cases, the Morrow County School District Board of Directors reserves unto itself the ultimate legal decision-making responsibility of the district.

#### 7. Decision Making

Site councils have resulted from research which has shown that decision making at the level where the work and duties are being performed is an effective and efficient method of improving student instruction. A collaborative effort is needed in order for site decision making to have an effect. To ensure all participants and observers that collaboration is indeed occurring, consensus decision making will determine any action taken by the council. Consensus will be defined as concurrence by at least 80 percent of the council membership.

#### 8. Public Meetings Law

21st Century Schools Site Councils, duties of which include advising the Board or making recommendations to the Board, shall follow the notice, meeting and record-keeping requirements of the Public Meetings Law.

9. Generalized Guidelines for Council Action

Phase 1 – A council member, building employee or community member identifies an area of interest or problem to the council for action.

Phase 2 – The council or a committee of the council identifies data to be collected related to the area of interest or problem identified.

Phase 3 – The council or a committee of the council collects data and presents interpretations of the data.

Phase 4 – The council compares the information collected with its perceptions and with desired/future outcomes. The council shares its results with interested parties/groups.

Phase 5 – The council determines whether action is needed (plan for implementation and assessment). If consensus is to proceed, then a recommendation is developed and presented to the superintendent for Board action. The recommendation will:

- a. Delineate collaboration efforts with peers and with other site/district officer personnel affected by the recommendation;
- b. Delineate the use of effective research practices and how results will be assessed, formative and summative;
- c. Delineate how the recommendation will meet district's philosophy and goals;
- d. Delineate concurrence with present district curriculum/policy/master agreements. If concurrence is not present, the council will identify necessary changes required before the recommendation may be approved;
- e. Delineate how shared decision making was utilized in reaching the recommendation and how the recommended action has incorporated continued shared decision making between and among affected parties.