

### **Duties of School Building Level Council Committees**

Duties shall be, but not limited to, the following:

1. Establish length of terms on the council and the number of terms that can be repeated;
2. Establish staggered terms which maintain continuity of service on the council;
3. Select a chairman, vice chairman and secretary;
4. Establish a time and location of the meetings;
5. Select a code of conduct or adopt Robert's Rules of Order Revised;
6. Maintain recorded agendas and minutes.

To the extent practicable and within the laws, administrative rules and district policies, the school site committee shall:

1. Improve instructional program;
2. Establish school goals;
3. Develop and use indices of teaching and learning conditions;
4. Develop and implement a plan to improve professional growth and career opportunities of school staff;
5. Administer grants-in-aid for professional development of teachers and classified staff;
6. Develop and coordinate the implementation of the Oregon Educational Act for the 21st Century;
7. Provide copies of the agenda four (4) days prior to the meeting;
8. Provide copies of the minutes to the superintendent as they are published.

Site committees shall meet a minimum of once a month during the months of September through June. The site committee shall elect a chairman, vice chairman and a recording secretary. The secretary shall record attendance, keep minutes and a record of all votes and a record of all recommendations to the principal.

Parent representatives must have a student in the North Marion school system. With the exception of the principal each member shall serve a maximum of three (3) consecutive years.

Site committees shall make recommendations to the principal that will improve the learning environment and learning. The principal shall provide the site committee with the information, research and data for decision making.

Except in very general discussion of contract issues, individual personnel issues or individual student issues, the aforementioned issues shall remain the sole responsibility of the Board and the administrative staff.

All meetings are subject to the Oregon Open Meetings Law.