

Administrative Procedures 21st Century Schools Council

FUNCTION OF THE 21ST CENTURY SCHOOLS COUNCIL

The 21st Century Schools Council will actively participate in and assume primary responsibility for the school's educational improvement efforts. It is understood that site-based committees must work within the parameters of state and federal laws, board policies and goals, budgetary restrictions, negotiated contracts, and ethical standards and practices. 21st Century School Councils will develop plans based on board policy IFCA. Additionally, the Superintendent may, as deemed necessary for assisting in the administration of grants or for coordination of district wide programs, establish a district site council and/or other special committees at the district level for specific grant oversight or projects.

MEMBERSHIP

Shared decision making is regarded by the Board as a process, not an end in itself. The implementation of this process shall involve regular communication between the Board, administration, and councils as well as periodic review and evaluation.

The council will be composed of teachers, classified employee(s), the building administrator or designee and parent(s) or guardian(s) of students that attend at the building site. In addition, the Board encourages inclusion of business leaders, students and members of the community at large. Not more than half of the council members shall be teachers, not more than half of the members shall be parents or guardians of students, at least one member shall be a classified employee, and one member shall be the building principal or designee. If the Board determines that a school site is unable to fulfill these requirements, or if the Board determines that the needs of a school site require a different composition, the Board may establish the council in a manner that best meets the educational needs of the District. The building administrator or designee will facilitate the efforts of the committee.

School site councils shall make decisions about the number on their council, terms of office, rotation of membership, selection of chair and other officers as necessary, replacement of members who leave, establish time and location of meetings, select a code of conduct or protocol, maintain recorded agendas and minutes, and determine the method of communication to the Board and Superintendent regarding ongoing council projects.

The 21st Century Schools Council will be serving in the interest of the local public school and participation shall be voluntary.

21st CENTURY SITE COUNCIL PROTOCOL

In order to work within 21st Century Schools Council parameters and to foster harmony between the various decision-making entities within the school district, the committee will commit itself to the following protocol:

- Decisions made by the School's 21st Century Site Council will be made within the parameters of the district's goals, policies and collective bargaining agreements;
- Members will make decisions by consensus when possible; or if a vote is needed, a 2/3 yes vote of council membership will be required for passage;
- Members acknowledge that district and building administrators maintain site management rights;
- Members will participate in all committee activities as team members. This will require a spirit of cooperation and willingness to place the success of the team above personal opinions;
- Members will have an opportunity to discuss and debate issues, and when a decision is reached by the committee its members will be expected to stand behind and support the recommendation or decision;
- Members will be responsible to be effective communicators through their willingness to share information and ideas in a manner that is supportive;
- Members will be expected to provide feedback to others in a positive manner and to accept constructive criticism with a spirit of cooperation;
- A high degree of integrity is expected of all committee members. This would include the need to promote high standards of excellence and to base judgments on objective and well founded information;
- All members should be prepared to confront important issues directly and with a sense of conviction that represents improvements for students;
- Members are expected to maintain regular attendance and actively participate in decisions;
- Members will professionally engage each other and focus upon improving instruction throughout the school community;
- Members will work collaboratively to establish priorities and select goals for the school;
- Members will help identify the programs and practices necessary to achieve the selected goals;
- Members will help collect and interpret data related to the school improvement goals;
- Members will work with other parents, students and the community to engage their support and involvement for the school improvement plan;
- Members will work cooperatively to facilitate the efforts of the committee;
- Members will help foster the positive climate necessary for gaining commitment to school improvement decisions;

- Members will ensure that staff development programs are related to the school improvement plan and to district, and state goals;
- Members will relate the site based improvement activities of the committee to the school's improvement plan; and
- Members will communicate with other administrators, staff, parents, and the Board and be able to interpret and explain the school improvement plan to members of the local community.