

Site Councils

The site councils shall be empowered to operate with the following descriptions:

1. Mission

The mission of the site council is to enhance student performance by carrying out the duties established by the Oregon Education Act: planning and implementing staff development programs, improving the school's instructional program, and development and coordination of the implementation of this act at the school site.

2. Membership

Four to six licensed staff and at least one classified staff from each site will be elected on staggered terms to each site council. Parent representatives must have a student enrolled at the site for the duration of their term. Volunteers for parent and community representatives must be publicly and actively solicited by the site council.

a. Minimum membership:

- (1) 4 licensed (elected by licensed);
- (2) 1 classified (elected by classified);
- (3) 1 principal or designee; and
- (4) 1 parent (appointed by council).

b. Optional representatives:

- (1) 1 community/business representative (appointed by council);
- (2) 1 student (appointed by council); and
- (3) +1 licensed for each additional representative added.

For each optional, classified or parent representative added to the council in addition to the minimum membership indicated above, an additional licensed staff member must be added, not to exceed six licensed representatives.

If one additional licensed staff is added to the council, a single representative from classified, parent or community/business must be added. If two additional licensed staff are added, two representatives from classified, parent or community and business must be added.

Each member will agree to work to the fullest of his/her ability to carry out the responsibilities assigned by the site council.

Cautionary Note: Due to the significant demands on first year teachers, it is recommended that, whenever possible and practical, they do not serve on the site council.

3. Terms

Terms of service will be two years, except as follows:

In the initial election, approximately half of the licensed representatives will serve one year terms (school year 94-95) and the remainder will serve two year terms (school years 94-95 and 95-96). A recommendation is made that the initial committee stagger the terms of other representatives (parent, classified, community/business) in order to avoid loss of most of the committee at the next election.

All representatives are limited to two consecutive terms. In case of a resignation of a representative, when the resignation is made by September 15, a new election will be held by September 30 to fill the position. If the resignation is after September 15, the site council will appoint a replacement who will serve until the next regular election.

4. Elections

Recommendation is made that an effort is made to assure that licensed nominations are representative of the diversity within the school but that licensed representatives be elected from the staff at large and not elected to directly represent a specific group. Electing "at large" members will assure that representation from the staff will not be limited to a particular subgroup but will be representative of and accountable to all licensed staff.

Sites must actively solicit volunteers; all volunteers will appear on ballots as nominees.

Nominations of licensed volunteers will come from all licensed staff. Nominations of classified volunteers will come from classified staff.

a. Ballots

Both OEA building representative(s) and principal or designee shall be present at the counting of the ballots cast for licensed staff. Ballots cast for classified staff will be counted by both the principal or designee and a representative from the classified staff at the site.

Names of all nominees will appear on ballot. All voting will be by secret ballot.

b. Elections

Elections will be held at each site by May 1, 1995.

Elections may be designed to select representatives from a single pool of nominees or may specify positions to be elected.

Election of representatives will be by popular vote. In the case of a tie, a re-vote will be held.

In the case of employees that serve multiple sites, those individuals will vote at the site that is their “home base.” In the case that there is not home base, one will be established. Each licensed voter at the site will have one vote for each licensed position open. Each classified voter at the site will have one vote for each classified position open.

5. Structure

a. Leadership

Site council leadership will be share between a chair and a facilitator. The chair position will be selected annually by council members; the facilitator position will be rotated among the council members. The frequency of rotation for the facilitator may be established by each council.

b. Initial Tasks Initial tasks for the new site council will be to:

- (1) Select chair, facilitator and recorder;
- (2) Establish duties for council members;
- (3) Develop a decision-making matrix to clearly identify where and who are to make decisions (can use chart provided by Implementation Committee);
- (4) Establish operational guidelines (bylaws and ground rules);
- (5) Develop a communication plan for stakeholders that will provide systematic and well organized information including activities of meetings and planning processes;
- (6) Team building activities to enhance collaborative process; and
- (7) Initiate long- and short-term planning process for school improvement.

c. Meeting Schedule

Each site council will hold meetings monthly, at least eight times per year, to be scheduled to provide reasonable access to all stakeholders. Meetings can be called by consensus of the councilor can be called by any three members of the council. Site council meetings are subject to the Public Meetings Law and must both announce the meeting and publish an agenda not less than 48 hours before the meeting.

6. Member Responsibilities

Each site council shall establish expectations for its individual members in terms of attendance and accountability for team participation. Councils will provide equal access to training opportunities for all members whenever possible and practical.

The chair will provide leadership, structure meetings, establish agendas, and coordinate programs and planning.

7. Council Duties

- a. The purpose of site councils is to establish and pursue goals calculated to enhance student performance and behavior.
- b. Site councils may pursue the restructuring of school operations and formal relationships between teachers, administrators and local citizens.

- c. Site councils may apply for participation in state and federal programs which support the goals of the site council. These include, but are not limited to, the 21st Century Schools Program and the School Improvement and Professional Development grants.

8. Council Authority

- a. The site council shall have the authority to establish measurable goals for educational attainment and increased expectations for student performance, amend programs and assess progress toward the established goals.
- b. The site council shall be bound by existing statutes and collective bargaining agreements unless waivers are granted through the legislated process.
- c. A site council shall not override an action of administrative regulation or Board policy without the approval of the superintendent and the Board, respectively.

The site councils shall be empowered to operate within the following parameters:

- a. Collaborate
 - (1) Use shared decision making.
 - (2) Build consensus and commitment.
 - (3) Work with colleagues and central office support staff.
- b. Use Rational Process
 - (1) Depend upon research and assessment-based knowledge rather than prejudice, opinion or self-interest.
 - (2) Develop efficient council procedures.
- c. Incorporate District Vision and Goals
 - (1) Develop goals stated as student outcomes.
 - (2) Develop strategies calculated to create the desired outcomes.
 - (3) Implement the strategies in a way that encourages the taking of risks.
- d. Communicate with the Stakeholders
 - (1) Maintain Board awareness 1 acceptance and support.
 - (2) Inform and gain the support of colleagues.
 - (3) Inform and involve parents prior to implementation.
 - (4) Develop knowledge and support of the community.
 - (5) Analyze the impact of proposed changes on others.
- e. Recognize the Legitimacy of Formal Documents

Stay within or identify necessary changes in state statutes, Board policy, collective bargaining agreements, and adopted curricula.