

# DR. KING SCHOOL SITE COUNCIL BY-LAWS

## I. Mission of the Site Council

The mission of the Dr. King School Site Council is to provide leadership, direction and support toward the improvement of student performance and school climate. The scope of work of the council is on the following areas:

- Engage the school community in analyzing how students are performing and in developing the School Improvement Plan (SIP).
- Assure that the SIP goals address the key areas for improvement.
- Approve and monitor the SIP to assure that the work outlined is being accomplished and it is achieving its goals and district requirements.
- Communicate with and include members of the school community in school improvement.
- Assure that staff development activities support the SIP.
- Advocate for equitability for all students.
- Track and/or keep informed of grants.

The site council will not concern itself with administrative issues related to personnel or day-to-day operations.

The Oregon Educational Act for the 21<sup>st</sup> Century states that: "There shall be established at each school a 21<sup>st</sup> Century Schools Council. The 21<sup>st</sup> Century schools council, however, shall not interfere with the duties, responsibilities, and rights of duly elected school boards.

## II. Membership and Terms of Membership

### A. Membership

The Site Council shall be composed of teachers, parents or guardians of students in the school, the principal or his/her designee, and classified district personnel. The council may also include persons identified by the school community as having particular benefit for the school, such as community members.

The membership shall be composed of the following stakeholders:

- Not more than half of the members shall be teachers elected by the teaching staff of the school.
- Not more than half of the members shall be parents/guardians of students attending the school and elected by the parents/guardians of students enrolled in the school by ballot.
- At least one member shall be a classified employee elected by the classified employees of the school.
- One member shall be the principal of the building or the designee of the principal.

- Community representatives may be recruited for council membership and approved by consensus of the council members.

#### **B. Term of Office**

The term of office for all members, excluding the principal, shall be two years. The membership shall be August through July of the following year, with elections held no later than September 15 of each year.

#### **C. Vacancies**

A position left vacant for any reason shall be filled by election of the stakeholder group. Those elected to fill a vacancy will complete the term they are filling. They may then stand for election for a full term.

The chair shall contact any member who is absent for more than two consecutive meetings to discuss the member's continuing interest in the council.

#### **D. Open Meetings Law**

The council is subject to the Open Meetings Law of the State of Oregon and will abide by that law.

### **III. Roles**

Council roles shall consist of a chair, co-chair, recorder. Additional roles may be created and elected upon consensus of the council.

#### **A. Chair**

The council elects the chair for a one-year term by in mid-September.

The duties of the chair include:

- Oversee the operation of the council.
- Represent the council and be the point of contact for the council.
- Establish the meeting agenda in consultation with the council members and the principal.
- Facilitate the council meetings.
- Assist the council in following its operational agreements.
- Maintain all council records.

#### **B. Co – Chair**

- The co-chair is elected for a one-year term and fills in for the chair.

#### **C. Recorder**

- Record, disseminate and maintain council minutes.

### **IV. Procedures**

#### **A. Meetings**

Meetings shall be held a minimum of eight times during the regular school year as scheduled by the council.

1. Meeting Agreements- Council members agree to:

- Stay on task and topic.
- Commit to consistent and timely attendance.

- To be honest, supportive, trustworthy, respectful and value each other's opinions and positions.
- Focus on the situation, issue, and behavior, not the person.
- Set a tentative agenda at the end of each meeting, at the beginning of each meeting clearly state the agenda and desired meeting outcomes and gatekeep time.
- Participate and make room for others to participate
- Begin and end the meetings on time.
- Check meeting process and operating agreements periodically.
- Keep updated and accurate team minutes and records.
- Be responsible for informing the council chair if he or she cannot attend a meeting and providing them with tasks/information that the team needs to function as planned.
- Use a parking lot to track issues and focus on the agenda.
- Use sub-groups appropriately.

### **B. Decision Making**

Council shall strive to reach consensus in decision making. Consensus means that all council members can support the decision of the council. Members agree that they will not work against any decision made by consensus. When making a decision we will clearly summarize the decision to be made and use a variety of tools to determine the level of support.

If the council is unable to reach consensus, it will make a decision using substantial consensus or 2/3 vote of the council.

*(Per the PAT/PPS contract, prior to implementation of a decision, it will be communicated in writing to the bargaining unit members at the school site. Once a decision has been reached it shall be implemented by all at the site. If requested by 25% of the bargaining unit members, the pending decision shall be put to a vote of the bargaining unit members.)*

### **C. Work Plan**

The council will develop an annual work plan at the beginning of the school year which outlines the major tasks to be accomplished during the year.

### **D. Communication and Record Keeping**

The council shall keep records of all meetings. Meeting records/minutes shall be provided to each site council, staff and faculty member and posted. A copy of all site council minutes will be kept in a notebook in the school office.

The council will establish a meeting schedule for the year in September. Public notice of site council meetings will be posted in the school lobby at least 72 hours prior to the meeting.

**E. Orientation**

The Chair will assure orientation of new members within one month of their election. The orientation will consist of a review of the council's by-laws, work plan, and the School Improvement Plan, as well as other relevant information.

**V. Amendments**

Any proposed amendment to these by-laws shall be presented to the council in writing at a regularly scheduled meeting where at least 2/3 members are present. The by-laws will be reviewed annually by the council.

**VI. Compliance**

The council shall recognize and observe all laws, regulations, district policies, collective bargaining, and other agreements in its operations.

**A. Chair**

The council elects the chair for a one year term in September.

- Oversee the operation of the council.
- Represent the council and be the point of contact for the council.
- Assist the council in the development of the work plan.
- Assist the council in the development of the budget.
- Maintain all council records.

**B. Co-Chair**

The council will develop an annual work plan at the beginning of the school year which outlines the major tasks to be accomplished during the year.

- Record, disseminate and maintain council minutes.

**IV. Procedures**

**D. Communication and Record Keeping**

The council shall keep records of all meetings. Meeting records shall be provided to each site council staff and faculty member as well as posted. A copy of all site council minutes will be kept in a binder in the school office.

**1. Meeting Agreements - Council members agree to:**

- Stay on task and topic.
- Commit to consistent and timely attendance.