

# CRESTVIEW HEIGHTS SITE COUNCIL BYLAWS

## 1. Mission of the Site Council

The mission of the Crestview Heights School Site Council is to provide leadership, direction and support towards the improvement of student performance. The scope of work of the council is on the following areas:

- ❖ Engage the school community in analyzing how students are performing as well as supporting the development the School Improvement Plan (SIP).
- ❖ Assure that the SIP goals address the key areas for improvement.
- ❖ Monitor the SIP to assure that the work outlined is being accomplished and progress is being made towards achieving the goals, district and state 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 and apply for grants as appropriate.

The site council will not concern itself with administrative issues related to personnel or day to day operations. The Oregon Education Act for the 21st century states that: “There shall be established at each school a 21st Century Council. The 21st Century school council, however, shall not interfere with the duties, responsibilities, and rights of duty elected school boards,” AKA the ‘site council’.

## 2. 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, but not required, 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 student attending the school and selected by the parents/guardians of students enrolled in the school.
- ❖ 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. Terms 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 October 30th 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.

## **3. Roles**

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

### **A. Site Council Chair**

The chair is elected by the council for a one-year term at the first meeting of the year. The duties of the chair include:

- ❖ Oversee the operation of the council.
- ❖ Represent the council and be the point of contact for the council and the principal.
- ❖ Establish the meeting agenda in collaboration with the council members and the principal.
- ❖ Facilitate the council meetings.
- ❖ Assist the council in following its operation agreements.
- ❖ Maintain all council records.
- ❖ Submit documents to the principal for posting on the web page and in the school's Google Drive.

### **B. Recorder**

- ❖ Record, disseminate and maintain council minutes.
- ❖ Submit minutes to the principal for posting on the web page and in the school's Google Drive.

## **3. Procedures**

### **A. Meetings**

Meetings shall be held a minimum three times during each academic school year as scheduled by the principal and approved by the council.

Meeting Agreements- Council members agree to:

- ❖ Stay on task/topic and follow a meeting agenda.
- ❖ Commit to consistent and timely attendance.
- ❖ Be honest, supportive, trustworthy, respectful and value each others' opinions and positions.
- ❖ Keep focused on the spirit of our intent (mission).

- ❖ Focus on the situation, issues, behavior, not the person.
- ❖ Participate and make room for others to participate.
- ❖ Begin and end meeting on time.
- ❖ Inform the council chair if he or she cannot attend a meeting and provide them with task information that the team needs to function as planned.
- ❖ Use a parking lot to track issues and focus on the agenda.

### **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. Before making a decision, the council will clearly summarize the decision to be made, the process to be used to make it, 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. The 2/3 vote must include at least two parent and two members of the staff working in the building in order to pass. A meeting will be considered official when a quorum is present. A quorum is defined as one more than the majority or 7 members.

### **C. Work Plan**

The site council will review and provide input as needed on the SIP at each meeting. School advisory teams will identify ways in which site council members may help to support the action plans.

### **D. Communicating and Record Keeping**

The council shall keep records of all meetings. Meetings records/minutes shall be posted online in order to be accessible for all. A copy of all site council minutes and agendas will archived in the school's Google Drive.

The council will establish a meeting schedule for the year in October. Public notice of site council meetings will be posted in the school lobby at least 24 hours prior to the meeting on website and social media, including time and location

### **E. Orientation**

The principal will review the council's bylaws, work plan, and the School Improvement Plan, as well as other relevant information at the first meeting of each year.

## **5. Amendments**

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

## **6. Compliance**

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