

PARKROSE HIGH SCHOOL SITE COUNCIL  
BY-LAWS  
(Revised October 12th, 2006)

**MISSION STATEMENT (PURPOSE)**

The mission of the Parkrose High School Site Council is to create possibilities and opportunities for staff development, improvement of education, and the implementation of HB 3565.

- Goal I: Make the Parkrose High School Site Council the recognized decision making body of Parkrose High School.
- Goal II: Develop and implement a communication process with non-Site Council members.
- Goal III: Review, coordinate, and approve proposals for staff development and training.
- Goal IV: Review, coordinate, and approve proposals for the improvement of the instructional program.
- Goal V: Encourage the improvement of the school climate.

**DUTIES AND RESPONSIBILITIES**

1. The duties of the 21<sup>st</sup> Century Schools Councils, known at Parkrose High School as the "Site Council" as specified in O.R.S. 336.745 and further defined in O.A.R. 581-20-045. Consistent with those legal mandates, and the local responsibilities enumerated in Board Policy 1.20., the minimal duties of the Site Council are:

- A. Development and implementation of a professional growth plan for the school staff.
- B. Improvement of the instructional program.
- C. Development and coordination of the plan to implement the 21<sup>st</sup> Century Schools Reform Act.

2. The Site Council may take on additional duties but must apply to the School Board for permission to do so.

3. The Site Council has decision-making authority when those decisions fall within our prescribed duties and do not violate Board Policy, contractual agreements, or State or Federal law.

4. If the Site Council wishes to recommend action that violates or alters contract language, the Site Council must apply to both members of the collective bargaining agreement for permission to do so. Permission implies willingness on the Board's part to open the contract for discussions.

5. The Superintendent may intervene if a Site Council decision effects other schools in the district.

**SITE COUNCIL MEMBERSHIP**

In accordance with O.R.S. 336.550, building members of their respective organizations will elect certificated and classified members of the Site Council. Applications from parents and patrons of the district will be solicited as described in Section 5. The elected members must approve parent

or patron members of the Site Council. The principal or designee is a permanent, voting member of the Site Council.

1. Terms of Office – The terms of office will be three years with one-third of the members being eligible for replacement or re-election every year. Members as of 06-07 will serve as follows:

Positions 1,5,8,11,13                      Term ends 2007

Positions 3,6,9,12,14                      Term ends 2008

Positions 2,4,7,10                      Term ends 2009

Those positions are:

(a) Not more than half of the members shall be teachers;

(b) Not more than half of the members shall be parents of students attending that school;

(c) At least one member shall be a classified employee; and

(d) One member shall be the principal of the building or the principal's designee.

1. Community Member

6. Teacher

11. Teacher

2. Community Member

7. Teacher

12. Administrator

3. Classified

8. Teacher

13. Student

4. Teacher

9. Teacher

14. Student

5. Teacher

10. Teacher

Specific names will be attached to position numbers in the fall of each school year.

2. Members may serve for two or more consecutive terms.

3. Two alternate members will be elected for the certificated members. They will be designated alternate #1 and alternate #2. The alternate will assume membership on the Site Council in the event a certificated member resigns his/her position. Alternates do not fill in for absent members at meetings. However, in the event of an extended absence, the individual alternate may replace the member for the duration of the absence.

4. In the event of an unexpired term of a classified staff or community member, that position will be filled within 30 days of receipt of the resignation, during the school year or by October 1<sup>st</sup> if the resignation is received during the summer.

5. The Executive Officers will solicit the names of community members from all reasonable sources: articles in the Bronco News, announcements at Bronco Booster meetings, and announcements at School Board meetings. Those who express interest must fill out the appropriate application. Members of the Site Council will then review the completed applications and select new members.

6. The student member(s) will be selected from the Student Body. The student representative(s) to the Site Council will be appointed using the following procedures:

(a) Student positions on the site council will be advertised and posted throughout the school.

(b) Students interested in being a representative to the site council will complete an application.

## EXECUTIVE OFFICERS

The Site Council will select three Executive Officers. The Executive Officers will serve one-year terms. They are elected in June of each year and will serve the entire following year. Those officers will be Chair, Co-Chair, and Recorder.

1. Executive Officers for the Site Council will be elected using the following procedures:

A. Members of the Site Council may volunteer to be elected as Executive Officers.

B. The voting process is:

1) Oral nominations/seconds

2) Voice vote – roll call if requested

3) In the case of a tie, the discussion will be re-opened and the a re-vote.

4) The three officers will be elected individually.

5) In June, the Executive Officers will review and clarify the existing job descriptions before the subsequent election.

2. The responsibilities of the Executive Officers will include:

A. The duties of the Chair are:

1) Set the agenda using the Co-Chair and Recorder as needed. Posting notices of the meetings.

2) Run the meetings.

3) Assign Site Council member representatives for communication with other groups or for follow-up actions taken by the Site Council.

B. The duties of the Co-Chair are:

1) Review the agenda and make it available at least three days before the meeting.

2) Do all duties of the Chair in the Chair's absence.

C. The duties of the Recorder are:

1) Record, post, and distribute the Site Council minutes within one week to each Site Council member, the Superintendent, the Executive Director, Parkrose Middle School 21<sup>st</sup> Century Council, Parkrose High School staff room, and others as deemed appropriate.

## OPERATING PROCEDURES

1. No meeting may commence for the purpose of discussing an issue or voting on an issue unless seven members of the Site Council are present. That number must include at least one community member.

2. All votes to accept any item that has been discussed by the Site Council must be accepted by a consensus of members present. All votes will be conducted according to Robert's Rules of order.

3. The Site Council meetings are covered under the Public Meeting Law, O.R.S. 192.610-695, therefore, the following action must be undertaken:

A. Notice of the meeting, with time and place of that meeting must be posted on the main office door and mail room window at least 48 hours prior to the meeting.

156 B. The meeting agenda must be posted as part of the meeting time and place.

157 C. Minutes of the meeting must be made available to the staff and patrons of the district.

158 A notebook with all Site Council information will be maintained in the Staff Room of the  
159 high school. Additional copies of all minutes will be left in the front of the notebook. A  
160 similar notebook will be maintained at the District Office so any patron can review the  
161 actions of the High School Site Council.

162 D. A Site Council Bulletin Board will be mounted in the Staff Room. This will display  
163 meeting notices, agendas, current minutes, and a Site Council membership roster.

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165 4. The Site Council will review its mission and goals in September, February, and May of each  
166 year to determine if current actions and plans are in alignment with our stated intents.

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168 5. The Site Council will implement a flow chart in order to consult with or inform the appropriate  
169 constituencies in its decision-making process. Appropriate constituencies are defined as but not  
170 limited to community (local business organizations/clubs, churches, senior associations, schools);  
171 District (superintendent, central administration, building principals, O.S.E.A., P.F.A.);  
172 Community members (high school parents, Bronco Boosters, middle school parents, C.A.C.);  
173 Students (leadership class, Equestrian staff); and Staff (certified, classified, E.S.D. staff, teen health  
174 clinic staff).

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176 A. At the first Site Council meeting each fall, each member will be assigned responsibility  
177 for communicating with a particular constituency. The following conditions will be  
178 observed:

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180 1) The assignment will be for one school year only.

181 2) No constituency will have fewer than two or more than three Site Council  
182 members assigned to it.

183 3) A Site Council member will be assigned to one constituency only. The  
184 assignment will be determined first by voluntary choice and then, if need be, by  
185 lot.

186 4) Site Council executive officers will have responsibility for overseeing the  
187 communications process but will not be individually assigned to any particular  
188 constituency.

189 5) Constituency communication assignments may be changed at any time  
190 during the school year by consensus of the Site Council.

191 B. Consultations with constituencies will include the use of surveys; interviews, both  
192 individual and group; telephone samplings; and faculty meeting votes and consensus  
193 exercises.

194 C. Information will be provided to the constituencies through the use of one or more of  
195 the following media and techniques as appropriate: local media, initial consultations as  
196 needed, in-service meetings, informal conversations, flyers, announcements, voice mail,  
197 and e-mail.

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199 6. In some instances, the Site Council will initiate task forces to investigate issues at hand. The  
200 role of an appointed task force will generally not be decision-making in nature; rather, any such  
201 task force will investigate an issue, or issues, and present its recommendation to the Site Council.  
202 The Council will, in turn, determine how best to act upon the recommendations.

# Site Council Roster

## PARKROSE HIGH SCHOOL

### 2008-09

POSITION	Member	Phone	Term ends
Position 1: Community Member	<b>OPEN</b>		2010
Position 2: Community Member	Norma Johnson, <i>Parent</i> Njohnson@gmco.com	503.257.6650	2009
Position 3: Classified Staff	Sarah Woodburn, <i>Education Ass't</i> Sarah_Woodburn@parkrose.k12.or.us	503.408.2663	2009
Position 4: Teacher CHAIR	Carol Hanson, <i>Teacher</i> Carol_Hanson@parkrose.k12.or.us	503.408.2610	2009
Position 5: Teacher	Karmin Williams, <i>Teacher</i> Karmin_Williams@parkrose.k12.or.us	503.408.2709	2010
Position 6: Teacher	<b>OPEN</b>		2010
Position 7: Teacher	Maria Fuhrmann, <i>English Teacher</i> Maria_Fuhrmann@parkrose.k12.or.us	503.408.2653	2009
Position 8: Teacher	Tammy Stamp, <i>Math Teacher</i> tammy_stamp@parkrose.k12.or.us	503.408.2631	2010
Position 9: Teacher	<b>OPEN</b>		2010
Position 10: Teacher Co-Chair	Julie Romey Julie_Romey@parkrose.k12.or.us	503.408.2655	2009
Position 11: Teacher	Dan Wells, <i>Technology Teacher</i> Dan_wells@parkrose.k12.or.us	503.408-2644	2010
Position 12: Administrator	Roy D. Reynolds <i>principal</i> roy_reynolds@parkrose.k12.or.us	503.408.2661	2009
Position 13: Student	<b>OPEN</b>		2009
Position 14: Student	<i>Student</i> TJ Stamp, 10 <sup>th</sup> Grade		2009
Alternate 1: Teacher			
Alternate 2: Teacher			

Meeting Dates: 9/18, 10/16, 11/20, 12/18, 1/15, 2/19, 3/19, 4/16, 5/21