

## Summary of Site Council Planning Process 2008-2009

Russell Academy's Site Council closely follows the recommendations established by the 21<sup>st</sup> Century School's Council. Our primary role is to develop, monitor and evaluate the School Improvement Plan. Being a Title School, we also manage the various Title budgets throughout each school year.

### Council Membership/Election, Appointment, and Selection Process For Members

Membership runs on a two-year cycle. Members are appointed through popular election both on staff and throughout the community. Ballots are sent out in the school newsletter for parents and distributed in the building for staff. Site Councils are mandated to have a balance of administrators, certified and classified employees, as well as parents. Our chair, Chris McMurray and principal, Debbie Ebert will continue the work that has been ongoing. Russell Academy's Site Council is as follows:

Chris McMurray – 5<sup>th</sup> grade teacher  
Debbie Ebert – Principal  
Judi Soloway – Support Services/Title 1 Coordinator  
Janelle Singleton – Instructional Assistant & Parent  
June Clanton- Instructional Assistant  
Steve Miller – Parent  
Gretchen Simkovic – Parent & Math Instructional Asst.  
Alexis Mckee – 2<sup>nd</sup> grade teacher  
Tami Hess – 1<sup>st</sup> grade teacher

Our Site Council meets on the third Monday of each month for approximately an hour. Agendas begin by reviewing past minutes and budget reports.

**Meeting Dates:** Sept. 15<sup>th</sup>, Oct. 14<sup>th</sup>, Nov. 18<sup>th</sup>, Dec. 15<sup>th</sup>, Jan. 26<sup>th</sup> Feb. 16<sup>th</sup>,  
Mar. 16<sup>th</sup>, Apr. 20<sup>th</sup>, May 18<sup>th</sup>

### Decision Making Process

When agreement is needed, we follow the Five Finger Consensus model. A five indicates you enthusiastically support the proposal. A four means you will support it. A three shows you favor it and won't become an obstacle to carry the proposal out. A two lets the team know you have more questions and a one means you cannot support it. Threes, fours and fives are counted and majority rules. On some items we need full consensus and work through questions and concerns until we accomplish that together. The site council team also often surveys our staff and our community before making decisions about how federal monies are spent.

### Activities

Meeting agendas consist of reviewing minutes, budget review, and monitoring school wide initiatives such as our writing plan implementation.

### Accountability and Evaluation

We hold ourselves accountable by closely monitoring our student's progress. We look at various kinds of data from TESA results to our one-on-one math interviews and others to

ensure that our SIP goals are being accomplished. We revisit agenda items and follow up on money spent either on programs, time for teachers, workshops or tools used in the classroom. See our SIP currently in progress for 2008-2009 for specific activities our site council monitors.

### **Parent, Staff, and Community Involvement**

We have addressed success in community involvement in our SIP. We continue to make improvements in the following areas:

- Families and communities are active partners
- Effective communication strategies
- Families are welcome in the school and their support and assistance are sought
- Community resources strengthen schools, families and student learning
- Authentic relationships with communities, businesses, and higher education
- Parenting and family skills are promoted and supported
- District Wide Parent Engagement Team has three Russell members

Strategies:

- Weekly newsletters
- Parent curriculum guides
- After School Program/Blast Off Academic Program
- Newly designed website
- Cultural Potlucks
- School Carnival & other various community events such as Autumn Fest, Family Movie Night, etc...
- Report Cards- aligned with grade level curriculum guides
- Parent/teacher conferences (one on one explanation of report cards and student data sheets)
- PTV (Parent & Teacher Volunteers)
- Interpreted meetings for our every parent who requests them or speaks English as a second language or does not speak English at all)
- Phone tree for families who speak a language other than English

### **Development , Implementation and Evaluation of Individual SIP**

The majority of our time is spent discussing requests that will impact student learning. Our first consideration is whether the request matches our goals in the School Improvement Plan. We ask to hear reports back from staff that have had requests approved by the Site Council in order to ensure our goals are being met. An example would be how a workshop or conference affected instruction in the classroom. Projects taken on over time often require additional time put in by sub-groups. Writing our School Improvement Plan would be an example