

Shaver Elementary School



Site Council Handbook

Shaver Elementary School
Parkrose School District #3
3701 N.E. 131st Place
Portland, Oregon 97230
Cindy Bartman, Principal
Jody Tucker, Site Council Chair
2008-2009

**Shaver Elementary School Site Council
2008-09
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**Shaver Elementary School
Site Council Membership
2008 - 2009**

Position A = Primary Teacher -	Susan Edwards
Position B = Primary Teacher -	Jonelle Phelps (Chair)
Position C = Intermediate Teacher -	Kelli Brill
Position D = Intermediate Teacher -	Debi Borman
Position E = Certified Specialist Teacher -	Linda Makohon
Position F = Classified Staff -	Susan Cooper
Position G = Principal -	Cindy Bartman
Position H = Parent	Kathy Shimojima
Position I = Parent	Pamela Bechen
Position J = Parent	Terry Parker
Position K = Community Member -	Helen Vank
Position L = Ad Hoc Member	Ellen Meliza

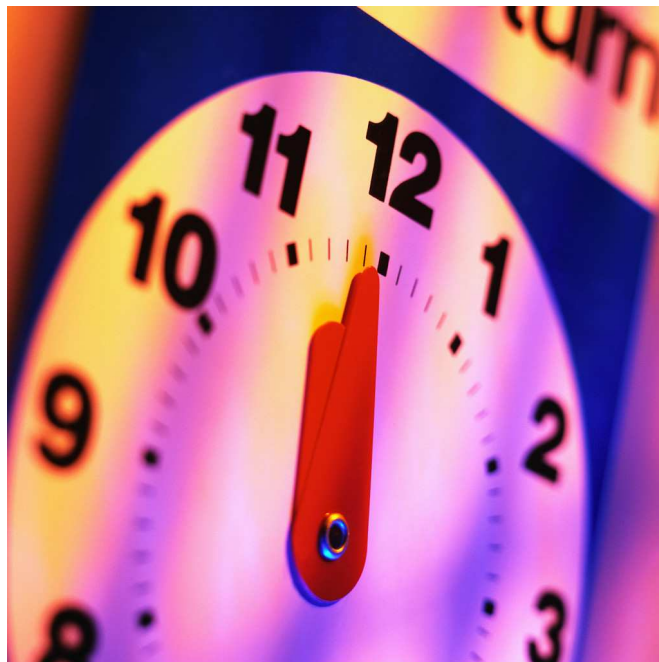
**A Special Thank You to Last Year's Site Council
For All Your Hard Work!**

2007-2008

Susan Edwards
Melissa Todd
Jonelle Phelps
Jody Tucker (Chair)
Ellen Meliza
Linda Makohon
Josellyn Cheek
Cindy Bartman
Kathy Shimojima
Rosenda Gavin
Howard Schmidt
Helen Vank

Shaver Elementary School Site Council Calendar for 2008-09

Dates:	Times:
August 28, 2008	3:00 PM
September 18, 2008	3:30 PM
October 23, 2008	3:30 PM
November 20, 2008	3:30 PM
December 18, 2008	3:30 PM
January 15, 2009	3:30 PM
February 19, 2009	3:30 PM
March 19, 2009	3:30 PM
April 16, 2009	3:30 PM
May 21, 2009	3:30 PM
June 11, 2009	3:30 PM



SHAVER ELEMENTARY SCHOOL SITE COUNCIL BY-LAWS

I. Mission of the Site Council

The mission of Shaver Elementary School Site Council is to provide leadership, direction and support and work in collaboration with the school district, school staff and community toward the improvement of student performance in the school. The scope of work of the council is on the following areas:

1. The improvement of the school's instructional program, including policies to secure and maximize the learning environment.
2. The development of plans to enhance the professional development of the staff, including the administration of funds for instructional training through workshops, etc.
3. The development and coordination of programs, which support the implementation of Oregon's Educational Act for the 21st Century.
4. The development of an annual School Improvement Plan (S.I.P.), based on goals consistent with the school's and district's mission statements; the implementation and evaluation of activities related to these goals; presentation of the S.I.P. to the school board.

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

The Oregon Educational Act for the 21st Century states that: "There shall be established at each school a 21st Century Schools Council. The 21st 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 and Selection

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 business representatives, community members, students, or other district staff.

The council shall be composed of:

- 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 of student attending the school and elected by the parents/guardians of students enrolled in the school.
- At least one member shall be a classified employee of the school and elected by classified employees at the school site.
- One member shall be the principal of the building or the principal's designee.
- One or more members may be a local school committee member, business leader, student or patron of the community at large and selected by the council from submitted applications.

B. Term of Office

All members of the council shall serve for a two-year term, excluding the principal. An optional third year term may be served when voted by the council. There would be a rotation of one half of the members annually. The membership shall be July through June of the following year, with elections held no later than May of each year.

C. Voting Rights

Each member present shall be entitled to one vote and may cast that vote on each matter submitted to a vote of the council. Absentee ballots shall not be permitted.

D. Termination of Membership

A member shall no longer hold membership should he/she cease to be a resident of the area, or no longer meets the membership requirements under which they were selected. Membership shall automatically terminate for any member who has unexcused absences from all regular meetings for a period of three consecutive months. The council by affirmative vote of two-thirds of all the members can suspend or expel a member.

E. Transfer of Membership

Membership in the school site council is not transferable or assignable.

F. Resignation

Any member may resign by filing a written resignation to the chair/co-chair and principal.

G. Vacancy

Any vacancy on the council shall be filled for the remainder of his/her term by appointment by the council of the next highest vote received in the most recent election or if by special election.

III. Officers

Officers shall consist of a chair and/or co-chairs of the council and such other officers as the council may deem necessary.

A. Chair and/or Co-Chair

The chair and/or co-chair are elected annually by its members. The duties of the chair and/or co-chair include:

- Oversee the operation of the council.
- Represent the council and is 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 records of the council.

IV. Procedures

A. Meetings

School site council shall meet at least once per month on a scheduled basis for a maximum of seventy-five minutes.

1. Quorum

The presence of 51% of the total membership shall be required in order to constitute a quorum necessary for the transaction of the business of the school site council.

2. Meeting procedures - Council members agree to:

- Commit to consistent and timely attendance.
- To be honest, supportive, trustworthy, respectful and to value each other's opinions and positions.
- Focus on the situation, issue, and behavior, not the person.
- Not to make decisions by default.
- Set an agenda, clearly state the desired meeting outcomes, and gatekeep time.
- Monitor their airtime.
- Begin and end the meetings on time.
- Evaluate regularly. Check meeting process and operating agreements periodically.
- Keep updated and accurate team minutes and records.

- To have each member responsible for informing another team member if he or she cannot attend a meeting and sending along with them any assigned homework tasks/information that the team needs to function as planned.

3. Notice of Meetings

Public notice shall be given of all regular and special meetings at least 48 hours in advance of the meeting, but not more than two weeks prior to the meeting date. Any notice shall be in writing and shall state the agenda and day, hour, and location of the meeting.

4. Meeting Open to the Public

All regular and special meetings of the school site council and of its standing and special committees shall be open at all times to the public, subject to the Open Meetings Law Pursuant to ORS 192.610 to 192.690.

B. Decision Making

Council shall use consensus decision making on items requiring action.

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

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. Record Keeping

The council shall keep records of all meetings. Meeting records/minutes shall be provided to each member and posted on the school bulletin board. A minutes notebook shall be maintained in the front office of the school.

E. Self-Evaluation

The council will evaluate its performance annually. The results of this self-evaluation shall determine areas for improvement and goals for the council in the coming year.

V. Amendments

These by-laws may be amended at any regular meeting by an affirmative vote of a quorum of the membership. The council will review the by-laws annually.