

Subject: Site Council Minutes
Date: Monday, September 23
Time: 2:45
Location: Conference Room

ITEM	ACTION	TIME
1. Welcome - Introductions	Fun	5 min.
<ul style="list-style-type: none">• OPEN SEAT, Classified Rep.• Julie Hopkins, Classified Rep.• Cyria Wisner, Classified Rep.• Justine Chunn, Licensed Rep.• Corianne Rice-Heinke, Licensed Rep.• Jessy Corliss, Licensed Rep.• Shelly Silver, Licensed Rep.• Jessica Siminski, Parent Rep.• PTO Board Rep, Parent Rep.• Allan Chinn, Admin Rep.		
2. By-Laws & Responsibility Grid	Decision	15 min.
<ul style="list-style-type: none">• The group reviewed and approved the Site Council By-Laws and Responsibility Grid. A few minor wordsmithing changes were made, but substantively remained the same. See updated documents below.		
3. Stakeholder Group Reports	Discussion	10 min.
<u>Admin:</u>		
<ul style="list-style-type: none">• Enrollment/Staffing Updates – Howard is over our projection by 74 students and has received two additional teachers to address class size, though according to enrollment and the staffing ratio, and that we historically add 30-50 students over the course of the year, we’re advocating for additional staffing.• Artist in Residence - Howard will have two Artist in Residence this year, funded by the Eugene Rotary Club’s ArtSpark program.• School Improvement Identification and New Support Model (CSI & TSI) – Howard was not identified by the state as a school needing improvement, but 4J has used some of the ESSA (Every Student Succeeds Act) funds it received from the state to support Howard in our SIP process.		
<u>Parents:</u>		
<ul style="list-style-type: none">• Tech Trot, 10/9 – This is typically the PTOs biggest fundraiser of the year. Last year’s Tech Trot didn’t bring in as much money as we were hoping, so to keep cost down they are doing a superhero theme and providing all students with a cape instead of a t-shirt this year.• Popcorn is Back! – We thought it was going away due to a lack of volunteers, but it will now be back twice a month.• Holiday Bazaar – There will not be a PTO Holiday Bazaar this year, but Ashley Pond is organizing one that will fundraise for the school.		

Licensed Staff:

- **Open House, 10/10** - We had a great turnout last year with our change of format from a more formal Curriculum Night to a more informal Open House and will repeat this format this school year. The schedule of events this evening will be:
 - 5:45 Classrooms Open
 - 6:00 Title 1 Presentation (Library)
 - 6:15 Pizza Served in Cafeteria
 - 6:45 Classrooms Close
 - 7:00 Pizza Dinner in Cafeteria Closes

- **PTO Staff Funds Suggestions** – It was asked what teachers’ preference was around additional class funds because the PTO is considering providing some additional funds and giving teachers more flexibility in what they want to spend it on. Teacher reps were supportive of this.

Classified Staff:

- Classified staff are incredibly busy!

4. Title 1 Parent Involvement Plan Discussion **10 min.**

The team reviewed the parent involvement plan and made a few updates to reflect current practice. See updated plan below.

5. 2019-2020 Group Work Plan Information **5 min.**

- Continuous Improvement Plan (CIP) Updates
- Title 1 Compliance Tasks
- Grant Approvals
- Calendars
- Others

6. Others & Set Next Meeting Agenda

- Continuous Improvement Plan Updates
- Staffing and Enrollment Updates

Future Agenda Items:

- Continuous Improvement Plan (CIP) Updates
- Title 1 Compliance Tasks
- Grant Approvals
- Calendars
- Others

Proposed Future Site Council Meeting Dates:

<u>DATE</u>	<u>RECORDER</u>
October 28 (M)	_____
November 25 (M)	_____
January 27 (M)	_____
February 24 (M)	_____
April 27 (M)	_____
May 20 (W)	_____

Howard Elementary Site Council Bylaws

Article I: Duties

The school Site Council of Howard Elementary School, hereinafter referred to as the Council, shall carry out the following duties:

- Obtain recommendations for, and review of, school improvement planning from all school advisory committees;
- Develop and approve the plan and the related expenditures in accordance with all district, state, and federal laws and regulations;
- Recommend the plan and expenditures to the governing board for approval;
- Provide ongoing review of the implementation of the plan with the principal, teachers, and other school staff members;
- Make modifications to the plan whenever the need arises;
- Annually evaluate the progress made toward school goals to raise the academic achievement of all students;
- Carry out all other duties assigned to the Council by the district governing board and by state law.

Article II: Membership

Section A: Composition

The Council shall be composed of 10 members, selected by their peers, as follows:

- 2 classroom teachers (will attempt K/1, 2/3, 4/5 reps)
- 1 specialist teacher
- 1 licensed staff
- 3 classified staff members
- 1 at-large parent rep
- 1 PTO Board rep (can rotate)
- The school principal shall be an ex officio member of the council

Council members chosen to represent parents may be employees of the school district so long as they are not employed at this school.

Section B: Term of Office

Council members shall be elected for a two-year term. Half, or the nearest approximation thereof, the representative group shall be elected during odd years, and the remaining number elected during even years. At the first regular meeting of the Council, each member's current term of office shall be recorded in the minutes of the meeting.



Section C: Termination of Membership

The Council may, by an affirmative vote of two-thirds of all its members, suspend or expel a member. Any elected member may terminate his or her membership by submitting a written letter of resignation to the Council chairperson. A Council member shall no longer hold membership if he or she no longer meet membership requirements. The Council may remove a member if they miss two consecutive Council meetings without notice or a valid reason.

Section D: Transfer of Membership

Membership on the Council may not be assigned or transferred, with the exception of PTO Board reps, which can rotate.

Section E: Vacancy

Any vacancy on the Council occurring during the term of a duly elected member shall be filled by election for the period of time until the next regular election.

Article III: Decision Making

Section A: Consensus

We agree to make our decisions by consensus. (See definition below.) If consensus becomes impossible, then the proposal reverts to the group or person that was responsible for making the proposal to gather additional information and fine-tune the details. A **non-binding** opinion survey (see NOTE below) may be asked for, and taken, to determine how everyone feels about any given issue before consensus is determined. Council members who are in disagreement with the proposal are encouraged to assist in the refinement of the proposal.

Consensus is operationally defined as follows:

- a. All Council members contribute resources, encourage the use of one another's resources and opinions, and view differences as helpful rather than as a hindrance.
- b. Council members understand the issue and are able to paraphrase the issue.
- c. Consensus does not mean the decision gives everyone their choice; rather, consensus means members are sufficiently in favor of the decision that no one will become an obstacle to carrying it out. (No one will sabotage the decision.)

NOTE: The essential testing vehicle for consensus is the survey - a **non-binding** opportunity for individuals to convey their thoughts, feelings, and impressions. Any member may call a survey at any time. The member asking for the survey states what he or she would like other members to respond to (and the convener may ask someone else in the group to paraphrase the request, if necessary, for clarity's sake). Council members then relay their responses in one or two short sentences.

Examples of non-binding surveys:

Thumbs up = yes

Thumbs even = neutral

Thumbs down = no

Five Finger Vote

5 fingers = 100% yes,

4 fingers = 85% yes (both for consensus)

3 finger = neutral

1 & 2 fingers = no for consensus, offer an alternate solution

Section B: Voting Rights

Should consensus not be reached, and a vote becomes necessary, each member is entitled to one vote and may cast that vote on any matter submitted to a vote of the Council. Absentee ballots shall be permitted should the chairperson deem it necessary to hold an emergency vote on a legal or financial item that must be addressed in 30 days, or less.

Article IV: Roles

Section A: Responsibilities

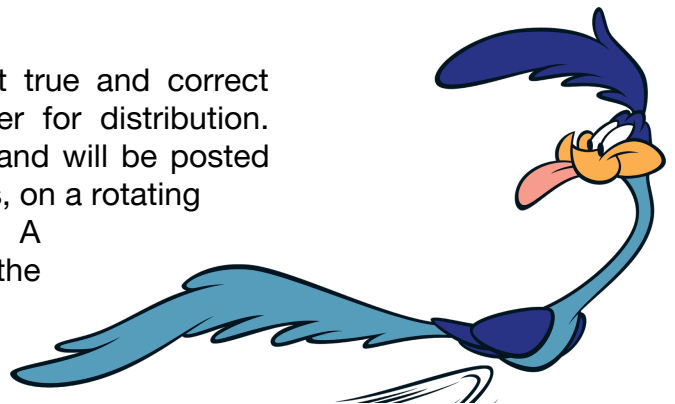
Convener

Each year, the Council will select a convener. Convener responsibilities will include:

- Developing and distributing the agenda (including prioritizing agenda items and assigning time allocations) at least two days in advance of the meeting
- Posting the agenda on the school website
- Ensuring meeting dates and minutes are distributed to Council members, school staff, and posted on the school's website
- Serving as meeting facilitator
- To help keep the meeting on track, time will be assigned to each agenda item with the convener monitoring the time spent on each topic

Recorder

The duty of the Recorder is to transmit true and correct minutes of the meeting to the Convener for distribution. Minutes will be shared with school staff and will be posted on the school's website. Council members, on a rotating basis, will share the role of Recorder. A Recorder schedule will be developed at the first Council meeting of each year.



Section B: Election and Terms of Office

Council members shall be elected every two years, and shall serve a two year term, or until each successor has been elected. The goal would be to cycle members on/off on alternating years. Each stakeholder group will elect their own representatives in elections that allow for only half of any one group to be replaced at one time.

Section C: Removal of Officers

Any officer may be removed from their duties by two-thirds vote of all the members.

Section D: Vacancy

A vacancy in any office shall be filled at the earliest opportunity by a special election of the Council, for the remaining portion of the term of office.

In the event that a position is not filled, or becomes vacant, the application process will include the candidate completing an application (located in the front office and/or online) and submitting it to school administration. The application will be shared at the next Site Council meeting to be voted on by Site Council members. If approved, the new member's term will last until the end of the school year. If the new member would like to continue their membership, they will need to re-apply as to be a representative of their stakeholder group A partial year of service that begins in, or before March, shall be considered a full year, as it relates to term of service.

Article V: Meetings of the Council

Section A: Meetings

The Council shall meet regularly between September through May. Special meetings of the Council may be called by the Convener or by a majority of the Council. All meetings of the Council shall be open to the public. Notice of such meetings shall be provided in accordance with Section C of this article.

Section B: Place of Meetings

The Council shall hold its regular meetings at a facility provided by the school, unless such a facility accessible to the public, including handicapped persons, is unavailable. Alternate meeting places may be determined by the chairperson or by majority vote to the Council.

Section C: Notice of Meetings

Written public notice shall be given of all meeting dates at least 72 hours in advance of the meeting. Changes in the established date, time and location

shall be given special notice. All meetings shall be publicized in the following venues: office, newsletter, and website.

Section D: Quorum

The act of a majority of the members shall be the act of the Council, provided a quorum is in attendance, and no decision may otherwise be attributed to the Council. A majority of their members of the Council shall constitute a quorum. A representative from each stakeholder group must be present for decision items.

Section E: Agenda and Minutes

Agenda items should be sent to the convener by Friday, the week before the meeting, who will be responsible for prioritizing items, assigning time allocations, and for distributing the agenda (normally, two days in advance of the meeting). The recorder will distribute the minutes of the meetings, normally one week after a meeting. There will be a standing agenda item to solicit agenda item ideas for the next month's meeting.

Section F: Confidentiality

All information/issues discussed by the Site Council are public and can be discussed outside the group, unless someone asks for confidentiality. Information/issues will not be attributed to specific individuals when discussed outside the group. Discussions of personalities are off limits. It is not appropriate to discuss specific personalities of group members outside the group.

Section G: Expectations and Norms

Members are expected to:

- Be punctual to meetings
- Be actively involved
- Remain for the duration of the meeting, as agreed to by the group
- Abide by the decisions of the group
- In the event of absence, notify the Convener prior to the meeting, if it is necessary to leave the meeting early or if the member will be absent

It will be the norm of the group to end meetings no later than the agreed upon time, unless the Council agrees to extend the meeting. The Convener will indicate beginning and ending times on the agenda.

The first agenda item will be to review the agenda.

Article VI: Amendments

An amendment of these bylaws may be made at any regular meeting of the Council by vote of two-thirds of the members present. Written notice of the proposed amendment must be submitted to Council members at least 72 hours prior to the meeting at which the amendment is to be considered for adoption.

HOWARD ELEMENTARY SITE COUNCIL RESPONSIBILITY GRID

Decisions	Site Council	Administration	Licensed	Classified	Parents	Students
Bldg. Budget Specific allocations	Input	RESPONSIBLE	Input	Input	Support	Support
Staffing Hiring & Assignment	N/A	RESPONSIBLE	Recommend	Recommend	Support	Support
Scheduling Master Schedule	Input	RESPONSIBLE	Recommend	Input	Support	Support
Scheduling Calendar	RESPONSIBLE	RESPONSIBLE	Recommend	Recommend	Support	Support
Curriculum Continuity, Policy and Philosophy	RESPONSIBLE	RESPONSIBLE	Recommend	Recommend	Support	Support
Curriculum Implementation	Evaluate	Evaluate	RESPONSIBLE	Recommend	Recommend	Inform
Operations Policy, homework, cafeteria	Evaluate	Evaluate	RESPONSIBLE	Recommend	Support	Support
Building Use Outside	Input	RESPONSIBLE	Input	Recommend	Input	Input
Maintenance Improvement, repair, & safety	Input	RESPONSIBLE	Recommend	Recommend	Input	Input
Staff Development	Evaluate	RESPONSIBLE	Recommend	Recommend	Support	Support
Student Evaluation Policies, Implementation	Evaluate	Evaluate	RESPONSIBLE	Recommend	Support	Support
Grants Applications, budget, implementation	RESPONSIBLE	Recommend	Recommend	Recommend	Recommend	Input
Parents Networking, fundraising, spending, policy	Input	Recommend	Input	Input	RESPONSIBLE	Input

SEE REVERSE SIDE FOR DEFINITIONS

Approved by Site Council on 9/23/19

HOWARD ELEMENTARY SITE COUNCIL RESPONSIBILITY GRID

Definitions:

Responsibility means that the group/person is responsible for the final decision after considering recommendations and input from stakeholders.

Recommend means to present an idea, program, or activity that is viable, worthy of review, beneficial to stakeholders, desirable, and/or advisable.

Evaluate means to judge or determine the significance, worth, or quality of a program, policy, procedure, and/or activity; to assess the effectiveness of the before mentioned.

Input means to offer constructive suggestions, ideas, feedback, and/or information for consideration in the decision-making process.

Support means to help sustain, maintain, uphold, assist, and/or advocate for a program, procedure, policy, person, and/or agreement.

