

Gresham High School

Site Council Charter | 2019-2020

1200 North Main Avenue, Gresham, OR 97030 | ghs.gresham.k12.or.us

Article I.

PHILOSOPHY/PURPOSE

Site Councils are instituted to implement the school site requirements of HB 2565, and subsequent revisions from HB 2991, Oregon's Educational Act for the 21st Century.

The primary goals of the Site Council are to enhance student achievement, give the school greater authority to make decisions and provide an opportunity for greater staff, student and community participation in the life and function of the school.

Site-based decision-making is a process in which a variety of school and community members collaborate, where appropriate, in identifying problems, defining goals, formulating policy, shaping direction and ensuring implementation.

Site-based decision-making gives autonomy to teachers and professionalized teaching by emphasizing professional discretion and expertise in diagnosing and addressing student needs with an aim to provide teachers the rights they expect as professionals and a voice in the school workplace.

School site councils offer every part of the school community-parents, students, community members, classified employees, administrators and teachers an opportunity to share in the decisions influencing the effectiveness of their school.

Article II.

MEMBERSHIP

The following are the guiding principles for membership on the Site Council authorized under HB 3565.

- A. Composition of the Site Council shall be as follows:
 1. Not more than half of the members shall be parents of students attending the school;
 2. Not more than half of the members shall be teachers;
 3. Members may hold only one position at a time;

B. Teacher members shall be selected as follows:

1. Membership on the Site Council shall be voluntary.
2. Elections shall take place no later than June 1 of each year.
3. The current council will determine the nomination process for elected positions.

C. Parent/community representatives will be nominated. Site Council will determine the nominating process. Selection by Site Council from among those nominated shall take place no later than June 1 of each year.

D. Site Council will select the student members. Site Council will determine the nominating and selection process. Student representatives shall be determined no later than June 1 of each year. Efforts should be made to have one student from each grade level on the committee.

E. The classified members shall be elected at large by a secret ballot of all OSEA bargaining unit members at the site. Elections shall take place no later than June 1 of each year.

G. The Council will elect a chair and a co-chair from the members of the Site Council for the upcoming school year at the final meeting of the current school year. The Chair and co-chair will each serve a one-year term. The responsibilities of the chair will be to facilitate the agenda as determined by the Filter Group and conduct the Site Council meetings. The co-chair will conduct meetings in the chair's absence, appoint a scribe. Site Council leadership will see that the minutes are communicated to all stakeholders via the Gresham High School webpage.

H. The participation, or non-participation, of employees in the Site Council shall not be considered a subject for any unfavorable evaluation of employee performance. No employee shall be subject to discipline or dismissal as a result of participation or nonparticipation on Site Council. Participation shall be voluntary.

Article III.

Absences/VACANCIES/REMOVAL

- A.** If a site council member is unable to attend a meeting this should be communicated to a member of the filter group prior to the start of the meeting.
- B.** In the event of a vacancy due to an unforeseen resignation or withdrawal, the Council will direct the appropriate group that has lost representation to post a notice, solicit nominations, and hold an election by secret ballot within a month of the vacancy. The person who is elected will fill the remainder of the vacant term only.
- C.** A Site Council member may be removed from the Site Council for any of the following reasons:
 1. Unacceptable conduct (conduct that is not in keeping with the standards of the Gresham High community).

2. Not fulfilling a job for which that Site Council member is responsible.
3. The inability to regularly attend meetings.

C. If the Council is informed of an infraction listed in Article III, Section B, members shall have a discussion.

D. In the event that a Site Council member must be removed, the Site Council will follow the vacancy process described in Article III, Section A above.

Article IV

DUTIES AND RESPONSIBILITIES OF THE SITE COUNCIL

- A.** The Site Council will be a visionary group that helps shape the direction of Gresham High School. It is charged with considering issues/proposals not covered by federal, state or local regulations, such as School Board policy. The duties and responsibilities will include the following:
- B.** Creation and approval of the School Improvement Plan and school-wide goals and evaluation of their implementation.
- C.** Approval of policies and procedures for school-wide programs toward implementation of the School Improvement Plan and School Goals, including academic programs and culture;
- D.** Development and implementation of a school-wide staff development plan to improve the professional growth and career opportunities of the school faculty and staff;
- E.** Oversight of the implementation of state and federal school reform requirements at the school site;
- F.** Formation and funding of standing and/or ad hoc committees to support its work; disband committees when appropriate;
- G.** Monitor progress toward fulfillment of school goals based on school profile data;
- H.** Develop and maintain community-school relationships through communication with students, staff, families and community;
- I.** Make recommendations regarding school budget allocations, as presented by administration; and,
- J.** Administration of grants-in-aid for the professional development of teachers and classified district employees at the school site.

Article V.

PROCEDURES FOR SITE COUNCIL MEETINGS

The council shall meet a minimum of one time per month during the school year. The time and location of the meetings shall be communicated to the public.

The council shall solicit information from other staff, parents, students and community members regarding the functioning of the school and address stakeholder concerns. Stakeholders with an issue/proposal for consideration may bring it, in writing, to any member of Site Council; Site Council members will ensure that the filter group considers the written issue/proposal.

THE FILTER GROUP:

The filter group shall determine, and make public, the agenda for each Site Council meeting; and may ask for further clarity/information by referring matters, as needed, to stakeholder groups for research and review.

- A.** Members of the filter group must be members of Site Council and will serve on the filter group for the duration of their term on Site Council. The stakeholder group that he/she represents will select Filter group members. The Filter group will include a minimum of five members including: Administrator, Site Council Chair, GBEA Representative, At-Large Staff Representative, Classified Representative, Parent Representative and Student Representative.
- B.** The filter group will meet, as needed, the week before the next Site Council meeting. .
- C.** Site Council meetings shall be guided by an agenda established in advance by the Filter group. Any Site Council member who wishes to add an item to the agenda must make a request of the Chair one week prior to the Site Council meeting.
- D.** Site Council will consider all agenda items and then act by (A) deciding on the issue/proposal, or (B) by referring the issue/proposal to stakeholder group(s) or committee(s) for further research, information gathering and feedback, and then for reconsideration by Site Council.
- E.** The Council shall ensure that the minutes of all meetings are made public.
- F.** Site Council meetings will be open to the public; however, only Site Council members are allowed to vote and/or make motions.
- G.** Meeting participants shall follow the Guidelines for Site Council Discussions (see Addendum 2):

Article VI.

DECISION-MAKING

The Site Council will make decisions by consensus. In the event a consensus cannot be reached, a vote will be taken. If a vote is taken, a simple majority of those present will be needed for it to pass.

- A.** A simple majority of Site Council members (1/2 plus 1) shall be necessary to conduct a vote on any decision.

- B.** All votes shall be hand votes unless presented otherwise in the motion or deemed necessary by the Chair.

Article VII.

AMENDMENTS

Amendments to the Site Council Charter may be made at any time. Proposed amendments must be submitted in writing to the Filter Group for consideration prior to being discussed and voted on by the Site Council. A two-thirds majority is needed from the Site Council in order for amendments to pass.

Article VIII.

COMPENSATION

Site Council members who must work outside the regular workday shall be compensated as per the contractual agreement for certified and classified members. Additionally, staff members will be compensated for their time if the meetings occur during their prep period.

Article IX.

Site Council Funds

- A.** Site Council is allotted roughly \$10,000 each year to be distributed amongst the GHS staff.
 - a. 70% of the funds are distributed between the departments based on FTE.
 - b. 15% is in a general fund. The purpose of the general fund is threefold;
 - i. For professional development (PD) that is outside the scope of a particular department/curriculum
 - ii. For departments that have previously used all of their funds
 - iii. For the Site Council to use for proposals benefitting staff across multiple departments.
 - c. The final 15% is divided amongst the parents and students of Site Council who may choose to use their funds for purposes found in Section B of this article.
- B.** Requesting Funds:
 - a. Funds Request forms may be found on the GHS Site Council webpage.
 - b. Applicants requesting funding from their department allotment need only to complete the Funds Request application to the extent applicable and have the application signed by their department chair.

- c. Applicants requesting funding from the general allotment must complete the Funds Request application. The decision whether or not to fund the project will be made by the Site Council. Priority for funding coming from the general allotment will be based on the extent to which applications:
 - i. Are directly related to goals in the School Improvement Plan.
 - ii. State outcomes that show a clear relationship between the activity and student learning.
 - iii. Benefit a large number of Gresham High School students or significantly improve the learning outcomes for one or more underperforming subgroups.
 - iv. Are the work of a team of teachers or department.
 - d. Funds are primarily set aside for Standards Based Planning, Assessment, Reform or Professional Development. This can include, but is not limited to:
 - i. Local conferences or workshops
 - ii. Materials related to PD
 - iii. Substitutes needed to cover while PD is being done
 - iv. Collaboration or training within departments on new curriculum
 - e. Funds are not to be used for
 - i. Time spent grading or working on progress reports
 - ii. District mandated trainings
- C. Follow-up:**
- a. Once funds have been approved and used, the staff member who made the request will either
 - i. Return to the next Site Council meeting to give a brief report
 - ii. Submit a Site Council Funds Follow-Up Report (found on the GHS Site Council Webpage) before the next Site Council meeting.
- D.** Fund requests must be received one week before the site council meeting during which the site council will approve or deny the request. Requests for funds should be made before money is spent. In general, site council does not handle reimbursements for activities already completed.
- E.** At the end of the year, any unused funds are returned to the district. In order to ensure that all funds are used as best as possible, departments must make requests for department funds prior to the March meeting. After March the individual department funds will be returned to the general fund to be disbursed on a first-come, first-served basis.
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Addendum 1

PROCEDURE FOR SITE COUNCIL DISCUSSION

- A.** An issue/proposal is presented to Site Council.
- B.** The floor shall be opened for clarifying questions. The Chair may institute a time limit on any discussion/question items and ensure equal opportunity to speak.
- C.** When clarifying questions are done, the floor shall then be opened for discussion. Discussion shall be controlled by a speaker list. The Co-chair shall call on speakers from the list.
- D.** Possible outcomes from the discussion:
 - 1. A motion is made and seconded to close the discussion for the purpose of voting on the proposal. If the vote to close discussion fails, the floor shall be reopened for further discussion. If the vote to close discussion passes with a two-thirds majority, then there shall be a vote on the proposal. If the vote on the proposal passes with a simple majority, the proposal shall be enacted and the Site Council shall move on to the next item on the agenda. If the vote on the proposal fails, the proposal shall not be enacted; the Site Council shall move on to the next item on the agenda.
 - 2. An amendment to the proposal is proposed and seconded. The floor shall then be opened for clarifying questions about the amendment only. Clarifying questions shall be controlled by a new speaker list. The Co-chair shall call on speaker from that list. When clarifying questions are done, or when they are asked with reasonable frequency, the floor shall then be opened for discussion on the amendment only. Discussion shall be controlled by the speaker list. The Co-chair shall call on speakers from that list. When a motion to close discussion (for the purpose of adding an amendment to the proposal) is made, there shall be a vote to close discussion that requires two-thirds majority to pass. If the vote to close discussion fails, the floor shall be reopened for further discussion on the amendment. If the vote to close discussion passes, there shall be a vote to add the amendment to the proposal that requires a simple majority to pass. If the vote to add the amendment to the proposal passes, the amendment shall be added to the proposal, and the floor shall be opened for discussion on the amended proposal. If the vote to add the amendment fails, the floor shall be reopened for further discussion on the original proposal.
 - 3. A motion to table discussion is made and seconded. There shall be a vote to table discussion that requires a two-thirds majority. If the vote to table discussion passes, the discussion shall be tabled. If the vote to table discussion does not pass, the floor shall be reopened for further discussion.
 - 4. The following Points may be made at any time if someone raises a hand and says: "Point of Order": This may be used if the person making the Point notices that someone is not following the guidelines set forth in the Site Council charter.
 - 5. "Point of Clarification": This may be used if the person making the Point is confused about or does not understand any aspect of the current discussion.

6. "Point of Information": This may be used if the person making the Point has new, specific information or facts relating directly to the current discussion.