

SYRE SITE COUNCIL CHARTER

2000 - 2009

NOTE: MARCH 2009 UPDATES ARE IN ITALICS OR ARE STRUCK THROUGH

Purpose of Site Council

The primary focus of the Syre Site Council is to *facilitate the continuous improvement of student learning.*

We do this by:

- *Being a forum for dialogue; communicating with and responding to stakeholders' concerns regarding school-wide issues, using Syre Beliefs/Principles as a guide for discussion.*
- *Communicating as needed with other schools and other Site Councils.*
- ~~Overseeing the development and implementation of school goals~~
- ~~Using Covenant and Charter as meaningful guides to improve student learning~~
- ~~Communicating with and responding to stakeholders' concerns in regards to school-wide issues~~
- ~~Facilitating school's on-going self-evaluation of progress (e.g. self study) and developing action plans as needed~~
- ~~Reviewing the work of school committees~~
- ~~Supporting communication and collaboration with other parts of the district~~
- ~~Reviewing and giving input to school budget issues~~

Council Membership - Ten *Nine* Voting Members

Four ~~Two~~ Certificated:

- ~~Two~~ *One* Primary (K-3)
- ~~Two~~ *One* Intermediate (4-6)

One Specialist:

- Physical Education Teacher
- Music Teacher
- Librarian
- Speech/Language Pathologist
- Psychologist
- L.A.P. Teacher
- Resource Teacher
- Inclusion Teacher or
- B.R.I.T.E. Teacher

One Classified:

- Behavior Technician
- Instructional Assistant/Para-Educator
- Office Staff
- Custodial Staff
- Nurse or
- High Impact Teacher

Three Parents:

- Two at large

One appointed by P.T.A.
One Principal:
Standing Member
One at-large Teacher

Selection Process

- A. How parents select parents:
1. A parent whose term is ending will chair a Nominating Committee consisting of a minimum of two non Site Council parents (one from primary grades and one from intermediate grades) who do not wish to be on the Site Council. An attempt will be made to ensure broad representation
 2. Potential applicants will attend an informational meeting headed by the Ad-Hoc Committee
 3. Nominating Committee will interview interested parents
 4. The Nominating committee will make the final decision
- B. How staff selects staff:
1. Nominations may be made either by self or colleague
 2. Ballots will be typed and distributed to all staff
 3. Each staff member will vote for 1 candidate in each open category (Primary Teacher, Intermediate Teacher, *At-Large Teacher*, Specialist, and Classified)
- C. Length of Term
1. No member shall serve two consecutive terms
 2. Each term shall be for two years
 3. ~~Two~~ *One* Primary Position (alternating Terms)
 4. ~~Two~~ *One* Intermediate Position (Alternating Terms)
 5. *One At-Large Position*
- D. Vacancies:
1. If a vacancy occurs the Site Council will appoint a member for the rest of the year
 2. Election will be held for the remainder of the term
 3. Consecutive terms begin with election

Expectations of Council Members

Site Council Members will:

- Focus on student learning as the purpose of site council
- Uphold Syre Belief Statement and Learning Principles
- Annually revisit the Belief Statement and Learning Principles to ensure alignment of Site Council actions
- Place the good of the whole over individual concerns

- Listen to all sides of an issue
- Communicate frequently, comprehensively, and meaningfully with constituents
- Actively support Site Council decisions
- Objectively report the Site Council's decisions and rationale to constituents
- Maintain confidentiality
- Keep Site Council notebook current

Communication

- Site Council meeting agenda, schedule and minutes will be published via: office bulletin board; office Site Council notebook; e-mail; and/or Web-page
- Informational meetings will be scheduled as necessary (e.g. coffee hour, brown bag lunch, P.T.A. meeting)
- Announcements and meeting highlights will be published by the communications officer in the Syre school newspaper
- P.T.A. representative will provide regular updates to the P.T.A. and to Site Council
- Highlights from meetings will be shared at staff meetings by the facilitator
- Informational letter will be sent home at the beginning of each school year (to new parents) provided in the "new parent" packet.
- "Let's Talk" forms will be distributed quarterly to parents in the school newsletter. Blank "Let's Talk" forms will be available in the Syre office

Meetings:

- Site Council meetings will be held ~~twice~~ *once* a month for an approximate total of ~~four~~ *one* hour
- All constituents are welcome to attend
- Meetings will have a designated comment period at the beginning of each meeting

Amending the Charter:

- Changes to the Charter will be made by consensus of the Site Council
- Any proposed changes will be made available for comment for a period of thirty days following notification of the Syre community.

Decision Making Procedures for Site Council

- Decisions will be made by consensus. See Addendum B
- If consensus is not reached on a proposal originating from outside Site Council, it will be returned to referring group for revision at least once. The Council will clearly identify their concerns regarding the proposal
- A quorum is defined as ~~7 of 10~~ *6 of 9* Council Members as long as a parent is present
- No decision can be made without a quorum

Job Descriptions

Facilitator

- Set dates for Site Council meetings (master calendar)
- Review and prepare agenda, including allocation of time, with Site Council members and call for approval of previous meeting minutes
- Make sure all voices are heard by facilitating communication among council members
- Keep discussion focused and members on task
- Close with summary of current meeting and setting of next meeting's agenda
- Share highlights at staff meetings

Co-Recorders

- Record meeting minutes including any decisions by the council and the agenda for the next meeting
- Distribute minutes to council members for review prior to approval
- Include corrections to Site Council minutes in next meeting's minutes
- Maintain file of minutes, correspondence, documents etc. in the Site Council Notebook, Bulletin Board and Web site
- This position will be staggered so that a new recorder begins with a recorder from the previous year

Communication Officer

- Organize and coordinate the informational sessions for staff and community
- Manage the "Let's Talk" notebook
- Acknowledge receipt of "Let's Talk" forms by letting the originator know the Site Council meeting date the issue will be discussed
- Assist with newsletter articles for parents
- Publish the dates of the Site Council meetings

Time Keeper

- Monitor time and keep members aware of time constraints
- Arrange for facility and necessary meeting materials and clean-up

Membership Officers (Consists of one parent and one staff member)

- Are each responsible for facilitating the nomination and the selection of their own constituent groups
- Ensure new members are oriented

November 30, 2000

Syre Site Council Charter
Addendum A

“Guiding Principles”

Stakeholders:

The primary Syre stakeholders are the students, parents, teachers, and other Syre staff. Secondary stakeholders are the community at large and the Shoreline School District. A stakeholder is someone who is impacted by our services and who can affect a change in the way we provide those services.

Goals:

School goals are a primary tool/strategy for positively impacting student learning. They are reflective of the Belief Statement and Learning Principles.

The Site Council and Decisions:

The Site Council will see that involvement in the decision making process is wide spread and that the work of the school is carried out efficiently and effectively.

The Syre Site Council and Other Leadership Bodies:

The Site Council believes it has the responsibility to consider that its decisions may impact other school buildings within the district. The Syre Site Council is committed to receiving input from such affected entities.

Syre Site Council Charter
Addendum B

On Consensus:

When most (80%) of the members support an option and those who oppose it have had a reasonable opportunity to influence the decision, consensus has been reached.

Ground Rules of Reaching Consensus:

Awareness: the group should be aware that the consensus process will be used

Understanding: the participants should understand the consensus process

Student-focus: the participants keep as *their highest criteria what is best for the students*

Information/Involvement: the participants have had sufficient information and involvement to participate in the decision

Disclosure: people state they feel they have been involved in the process, and are willing to share openly their reasons for disagreement

Leadership: the leader/facilitator is responsible to see that the method for seeking consensus is used

Support: reaching consensus implies that every member of the group will support the final decision

Reasonable: gifting support; as in giving support to the consensus that was reached

December 1, 2000