McNeil Canyon Elementary School
Site Council Bylaws

Acknowledgments

The school is grateful to the following individuals who play an important role in improving McNeil Canyon Elementary School. Similar to the District's plan, ours has developed in phases beginning with a dream to improve education. Next came ideas for putting theory into practice. Over the course of several years, progress was steady and the plan evolved. This document is a testament to the dedication and success of the parents, staff and community of McNeil Canyon Elementary School. We appreciate your efforts and foresight.

Current Members

Parents	Term expires
Eric Engebretsen	Spring 2023
Jaime Pennington	Spring 2024

Support Staff	
Joy Overson	Spring 2023

Teacher	
Ashley Hanson	Spring 2024
Kendall Dellasperanza	Spring 2023

Principal	
Pete Swanson	

Community Member	Spring 2023
Mark Marette	

Vision Statement

McNeil Canyon Elementary embraces the partnership between students, parents, staff and community to prepare for our children's future. We <u>value</u> a safe, nurturing environment where learners <u>create</u>, <u>work together</u> and <u>play</u>. We <u>strive</u> to achieve high standards by integrating core academic rigor with technology and the arts. We <u>seek</u> to inspire individuals to their fullest potential.

I. Statement of Purpose

The McNeil Canyon Elementary School Site Council is a joint planning, problem solving, and recommendation making body comprised of representatives of parents, teachers, classified staff, administration, and community. Its purpose is to insure that plans and decisions that affect our school are aligned with our school's stated vision, district performance expectations, and student achievement goals. Recommendations made by this group will be reached by consensus. Members will represent their respective constituency. Recommendations will follow the committee bylaws and parameters set in the guidelines by the school district. The principal is responsible for the final decision.

II. Site Council Accountability

On an annual basis, our Site Council will set forth student achievement goals with yearly performance targets based upon the district's assessment policy and other quality indicators as identified by the Board of Education. The Site Council will annually evaluate the goals and targets.

If our school does not reach our goals, we will prepare and submit to the Superintendent of Schools a plan designed to assure achievement of the established goals. For consistency purposes, the format for designing the plans and the annual evaluation will be developed by the district.

III. Goal Setting Process

The Site Council will decide on one or two goals for the upcoming year. Recommendations for yearly goals will come from representatives of the member groups.

The McNeil Canyon Elementary School Site Council will commission sub committees to formulate goal statements and statements of charge. Once goals are approved by the Site Council each goal committee will implement the plans and report its progress to Site Council. The sub committees will be accountable to Site Council and be evaluated upon completion of their task.

IV. Site Council Composition

Site Councils shall include the following representation:

1	Principal
2	Teachers 2-two year terms (staggered)
1	Support Staff 1-two year term
3	Parents 1-one year term 2-two year term (staggered)
1	Non Parent Community Member 1-one year term
1	Student Optional (Student Council Rep.)

V. Selection Process

The principal shall be a member of the Site Council by virtue of his/her position and shall have the responsibility to guide the committee in developing an organizational structure for conducting the committee's business.

Certified and support staff shall be selected for committee membership for the following year by their peers. The nomination and election process shall be conducted by the eligible certified and support staff assigned to the school between April 15 and the end of each year. The representative elected shall take office at the beginning of the next school term. The election shall be consistent with the negotiated agreement.

Any parent of a child in the school during the period of elected service is eligible for election. Nominations must be submitted by April 10. Bio sheets may be displayed in the weekly newsletter before the election. Voting will be done by written ballot. The election will occur between April 15 and the end of each year with simple majority vote rule. Those elected shall take office at the beginning of the next school term.

The non-parent community member for the succeeding school year shall be elected by the seated members of the committee following a nomination process conducted by the principal, in coordination with the committee, between April 15 and the end of each school year. The non-parent community member shall take office at the beginning of the next school term.

The parents and non-parent community members shall not be employees of the district assigned in any capacity to the school of their representation. Committee members shall not be district board of education members.
Selection Process

Continued

The student council may add a student representative to the Site Council if they wish, using a process defined by the committee.

Elected Site Council members may stand for re-election. Parent members standing for re-election must have a child under guardianship enrolled in the school during the period of their service. Site Council members must continuously maintain the requirements of their status in order to maintain their positions on the committee. In the event that a member cannot fulfill their term, the candidate with the next highest number of votes shall complete the term. In the event there were not other candidates for office or they are no longer able to serve, the opening will be advertised in the school newsletter and the Principal will appoint a member from those interested to fill in until the next election.

VI. Meeting Procedures

<u>Schedule and Meeting Notification</u>
The Site Council will meet monthly or at least four times a year on a regular schedule that will be established by the committee. The date, time, and agenda will be announced in the "Magpie" or "Dragon Tales" and posted for public access in the entry at least one week prior to the meeting. In order to make meetings accessible to more people, the times may alternate between after school and evening meetings.

<u>Approval of Agenda Items</u>
A list will be kept on the bulletin board outside the principal's office for Site Council agenda ideas. Committee members that place an item on this list will write their name beside the item in case there are questions by the principal prior to approving and publishing the agenda.

Meeting Procedures

<u>Approval of Agenda </u>Items - Continued
Items requiring action should be approved for the agenda two weeks before the next meeting. Items for the agenda should come in the form of a recommendation from one of the constituency groups or should be a continuation of the school goal process.

<u>Meeting Details</u>
Meetings should be kept to a maximum of 2 hours in length unless there are special circumstances. At each meeting, there will be two jobs assigned, facilitator and recorder. Minutes of the meeting will be sent to the superintendent, posted in the entryway and placed in the "Site Council Binder" in the library. Consent agenda items will be at the beginning of the meeting with discussion items following.

Additional meetings may be called when needed. The member requesting the meeting must get permission and coordinate the meeting with the principal.

<u>Sub Committees</u>
Site Council has the authority to form working committees for the purpose of accomplishing school goals. Site Council also has the responsibility to monitor the sub committees' progress and evaluate the sub committees' performance.

VII. Recommendation Making Process

Members will represent their respective constituents and are encouraged to confer with constituents between meetings. Constituents will be informed of the procedure for giving input to their representative and receiving feedback on committee business. (see Appendix A). It will be the responsibility of each member of the school community to use the established communication system to keep him/herself an informed and participating member.

Recommendation Making Process
Continued

Recommendations will be reached by consensus. Time will be allowed at each meeting for public comment on prioritized topics on the agenda. Amendments to bylaws can be made by consensus of the Site Council and submitted to the school board if necessary.

Members are expected to act in good faith in resolving issues using the consensus building model. See Appendix B.

Typical Procedure
The principal or other Site Council member gives notification of an upcoming event, issue, concern, etc. The issues, ideas, concerns are discussed with appropriate meetings of sub groups (staff meeting, parent group meeting, Student Council). Recommendations or lists of ideas are given to representatives. Representatives arrive at Site Council meeting to share information. Action may be taken by the Site Council using the consensus method. Once consensus is reached, representatives are responsible for supporting and explaining the recommendation.

VIII. General Operational Rules

The principal remains the sole administrator of the school and will operate the school within the normal constraints of the district, including working with the Site Council and seeking their input when appropriate. Whenever an administrative decision is required, efforts should be made to gather input from the Site Council committee members. Site Council recommendations will be made using a consensus process. The committee shall conduct its business in compliance with documents, statements and resources listed in the KPBSD Site Council process manual.

General Operational Rules
Continued

<u>Hiring</u>
When teaching or support positions become vacant, the superintendent will cause those positions to be advertised. Applications will be accepted consistent with district hiring procedures. A list of qualified and acceptable candidates will be referred to the principal. The principal will select from that list and consult with the Site Council. A hiring committee may be formed using staff members and parents. The principal will make the final selection and will inform the personnel department of the selection. The personnel department will verify compliance with district hiring procedures and will complete the hiring process. The principal may request additional candidates or reopen a position if needed.

IX. Evaluation Process

The Site Council will review and evaluate itself in terms of its stated purpose, and completion of yearly goals using the evaluation designed by the district. Evaluations will be published in the May minutes.

X. Appendix

A. PROTOCOL
For Addressing the Site Council

There are opportunities during a Site Council Meeting when any citizen may address the Committee on subjects relating to education. The opportunity for public comments is a twenty-minute period at the beginning of each Site Council meeting.

Except for spokespersons of delegations, persons addressing the Committee will be allowed 3 minutes.

Identify yourself.

Remarks that attack the character of any one are out of order. Persons in the audience should not interrupt the comment period of any other speaker.

Before addressing the Committee, please discuss grievances with the teacher or principal. Most problems are solved through these channels.

Please refrain from sharing information which could cause embarrassment later.

Applause is appropriate after the following:
- presentation of an award
- performance by a student or students
- report on a school

The meeting schedule will be posted in the school entry and on the web.

If you have an idea for a new program, be willing to participate in its implementation. Sometimes people have unlimited ideas but expect others to do the work.

B. What is Consensus?

Consensus is different from other kinds of decision making because it stresses the cooperative development of a decision, with group members consent. Of course, consent does not mean that everyone will be completely satisfied with the final outcome-in fact, total satisfaction is rare. However, the decision must be acceptable enough so that all will agree to support it.

Consensus is not applicable to a group in which one or more persons come with an inclination to sabotage the group. It may be useful to establish a ground rule to which all subscribe-each person will work within a framework that creates the best solution for the whole group. Fear can prevent people from doing so. However, in a group where trust and respect have been built, people may be able to lose their reticence, e.g., fear of not being listened to, shyness, or fear of being laughed at. The facilitator can make certain that group members remain sensitive to that person's needs throughout the discussion.

Consensus Decision Making Process Requires-

-Unity of Purpose: There must be a basic core of agreement within and about the group. Of course there will be many areas where group members have varying opinions about what is best. But there must be a unifying underlying base that is recognized and accepted as a common starting place by all members.

-Commitment to Listening: Each member listens carefully to others' contributions. Communication requires both sharing and receiving information. It is important to:
>   a. Listen actively. People tend to think of the listener's role as a passive one. A good listener, though, shares the responsibility for group comprehension by paying close attention and trying to understand.
Commitment to Listening

Continued

      a. (continued) Good listening means using your own communication skills to help the speaker get the message across.

      b. Try to put your whole self in the speaker's shoes.

      c. Let the speaker know that you are listening, that you care. Eye contact and head nods can reassure the speaker that you are involved and that you are making an effort to understand.

      d. When you don't understand, ask questions or determine whether what you comprehended was indeed the speaker's point.

-<u>Commitment to sharing:</u> Each member accepts the responsibility to share their thinking with the group, including concerns, questions, fears, reluctance, insights or challenges, knowing the group consists of none but supportive listeners.

-<u>Commitment to flexibility:</u> Each member holds their position lightly enough to be able to let go of it and adopt a position which represents the best conclusions for the group.

-<u>A well trained facilitator:</u> The many roles of a facilitator are: making certain everyone gets a turn to speak and that all points are discussed thoroughly and summarizing discussion to determine whether or not consensus has been reached.

Overcoming the Stumbling Blocks
-<u>Let go of competition:</u> In a cooperative group, members perceive themselves as having mutual goals. Members recognize that there is not always a single right solution. A group caught by an either-or decision faces a false dilemma. Other creative options may be available, which may respond to the needs and goals of all. When members realize that no single choice is right, rendering all others wrong, they may be more open to others' viewpoints.
Overcoming the Stumbling Blocks

Continued

-Attend meetings with the intention of listening to others: Let go of the traditional concept that the purpose of attending a meeting is to present/defend a certain idea to which one is attached.

-Fear of conflict, emergence of feelings: Conflict itself is neither good nor bad. It signifies the presence of different options. Conflict shouldn't be a clash of one personal interest against another, but a cooperative effort to bring out all perspectives. Welcome diverse opinions as a means of becoming aware of ideas, strengths and weaknesses. This will allow strong and workable solutions to emerge.

Consensus Decision Making
- is a powerful tool for building group unity and strength.
- enables a group to choose wise, creative courses of action.
- develops sensitive listening skills of all group members.
- shares the responsibilities of preparation, group input, reflection, and of weighing options among group members.
- trains individuals to assume the demanding task of facilitating group discussion.
- encourages the honoring of diverse viewpoints.
- reassures us that even a diverse group can find ways of reaching solutions acceptable to all.

C.   Information for Parent or Community Members

Choices for Input:

An individual may appear at a Site Council meeting to present ideas and concerns (limit 3 minutes) during the 20-minute public comment period.

An individual may turn in their written ideas or concerns to a Site Council parent or community member. The Site Council member will attach the document to a form and clarify points made by the individual. The Site Council member will read the document at the next scheduled meeting during the 20-minute public comment period.

All forms will be kept in a notebook, for future reference, in the parent section of the school library.

D.   Input Form

Parent/Community Site Council Connection Form

_____
Name of person making statement

Idea and/or Concern:

Recorded by: Date:

E.   SITE COUNCIL Overview

I. Site Council
    A. Sets School Goals
    B. Evaluates Progress
    C. Long Range Planning, problem solving, and decision making

II. Parent Organization
    A. Gathers input from parents
    B. Communicates information to parents and SITE COUNCIL
    C. Conducts programs that support the school

III. Student Council
    A. Gathers input from students
    B. Communicates information to students and SITE COUNCIL
    C. Conducts programs that support the school

IV. Staff Development Committee
    A. Gathers input from staff
    B. Communicates information to students and SITE COUNCIL
    C. Conducts programs that support the school
    D. Use input to develop staff goals
    E. Use staff goals to plan inservice
    F. Use meetings, work days, and inservice to meet staff/school goals