

Skyline K-8 Site Council Bylaws

ARTICLE I Name of Council

The name of this council shall be the Skyline Site Council (the “Site Council”).

ARTICLE II Vision/Mission/Role

Section 1 – Vision

1.1 The Site Council will seek to support the school in developing and implementing innovative and sustainable methods for communicating with and engaging our community in the improvement planning around the school’s goals and mission as described below:

What is important for us at Skyline is our ongoing commitment to provide *all students* with the knowledge, skills and opportunities to achieve the characteristics of a PPS graduate (outlined in the Graduate Portrait). It is our goal that all of our students will become:

- Inclusive and Collaborative Problem Solvers
- Inquisitive Critical Thinkers with Deep Core Knowledge
- Transformative Racial Equity Leaders
- Resilient and Adaptable Lifelong Learners
- Powerful and Effective Communicators
- Positive, confident, and connected sense of self
- Influential and Informed Global Stewards
- Reflective, Empathetic, and Empowering Graduates

Section 2 – Mission

2.1 The Skyline community strives to develop inquiring, knowledgeable and open-minded global citizens. All Skyline students will be empowered in their own learning, able to ask questions and navigate their own path to make a better and more peaceful world. Our focus is the learning process and building active lifelong learners, who respect and value the differences of others, their cultures, and their beliefs.

Section 3 – Duties

3.1 The Duties of the Site Council as per District Policy (7.10.010-P, III) and State Law shall include supporting the administration and staff to:

- Maintain a profile of the current program that the focus on improving the school’s instructional program
- Develop and coordinate plans to improve the professional growth of the school’s staff
- Develop and coordinate the plans for the implementation of programs covered under the Oregon Education Act for 21st Century at the school site
- Administer grants-in aid for the professional development of the teachers and classified district employees

- Foster family involvement in schools

3.2 To accomplish these duties as per District Policy (7.10.010-P, III) the Site Council may:

- Assist in developing and implementing a process for preparing an annual school improvement plan (school improvement planning, including the SCIP). This process shall include participation by staff, family members, and community members. The plan shall focus on how the school will assist students to achieve the standards established by the State and District.
- Implement a school survey for assessing community opinions regarding the school program, follow up on a district wide survey such as the successful school survey the FIT and the TFI, and follow up on any school survey distributed to students and/or staff.
- Assist in developing and maintaining a current local school profile which describes student performance information, identification of students meeting and exceeding state and district standards, characteristics of the school and its community, perception of the school's effectiveness by staff and family members, and the school's goals and plans for improvement
- Establish and prioritize student performance goals, which should be in alignment with district goals and state standards, particularly those contained in the Oregon Act for the 21st Century
- Develop plans to reach student performance goals utilizing current educational research, professional development of staff focused on research-based effective instructional practices and staff and community input
- Develop and utilize a communication plan for involving the community in planning for school improvement and for informing the community about the plan and its progress
- Support the plan's implementation by identifying and applying current resources and participating in efforts to acquire new resources

ARTICLE III Membership and Terms

Composition of a 21st Century School Council – State Law

Section 1 – Composition

1.1 The Site Council shall be composed of no more than 23 voluntary representatives composed of the following groupings and ratios:

- Not more than half shall be teachers;
- Not more than half shall be parents of students attending that school;
- At least one member shall be a classified employee; and
- One member shall be the principal of the building or the principal's designee.

* In addition, other members may be as the school district shall designate, including but not limited to local school committee members, business leaders, students and members of the community at large.

Section 2 – Eligibility

2.1 The acting Principal and/or designee

2.2 Parents/legal guardians of students attending the school

2.3 Certified staff members working at least half-time at the school

2.4 Classified staff members working at least half-time at the school

2.5 Community members with expressed interest

Section 3 – Term of Office

3.1 The principal and/or designee shall serve for as long as they hold their positions with the school.

3.2 Parent/legal guardian representatives shall serve a two-year term so long as they have students attending the school. At least one parents/legal guardians shall be elected annually to ensure continuity in representation. Parent/legal guardian representatives may serve up to two consecutive terms, after which they cannot run for an additional term for a period of one year.

3.3 Teacher/Certified staff representatives shall serve a one-year term. Teachers may serve up to three consecutive terms, after which they cannot run for an additional term for a period of one year. If no other teacher/certified staff are interested, willing, and/or available, current members may be elected to continue to serve on the Site Council.

3.4 Classified representatives shall serve a one-year term. Classified representatives may serve up to three consecutive terms, after which they cannot run for an additional term for a period of one year. If no other classified staff are interested, willing, and/or available, current members may be elected to continue to serve on the Site Council.

3.5 Community representatives shall serve a 1-year term. Community members may serve consecutive terms.

3.5 Terms shall run in accord with the annual election cycles, with elections held as early in each school-year as is possible. Ideally: Each spring, Site Council openings will be shared with the community. Membership opportunities & processes will be communicated to current families in September. Ballots will be prepared and voting will begin at *Back to School Night* and run for a sufficient amount of time for parents to vote if they so choose. At the next meeting following the close of the voting (ideally October) we will welcome and orient new members, identify SC roles, and review and approve the Bylaws.

Section 4 – Voting Rights

4.1 Each member of the Site Council shall have one vote and may vote by proxy if indicated in advance, and in writing.

Section 5 – Termination of Membership

5.1 A member who is absent for half of regularly scheduled meetings shall be assumed to no longer have continuing interest in serving on the Site Council and will no longer hold membership. Chair will contact that person about the termination.

5.2 The Site Council, by affirmative vote of two-thirds of the total members, may suspend or expel a member if it is deemed by to be in the best interests of the Site Council and the school. Site Council must notify the member of the upcoming vote for removal at least two weeks prior to the meeting at which the vote will be called. If the vote for removal passes, the Site Council may immediately issue a call for the filling

of the vacancy.

5.3 Membership in the Site Council is not transferable or assignable. A member cannot send a person in as a representative to a meeting.

Section 6 – Resignation

6.1 Any member may resign by filing a written resignation to the Site Council.

Section 7 – Vacancy

7.1 A vacancy on the Site Council, for any reason, may be filled by appointment by the person who is stepping down. Site Council for the remainder of the term. Based on past experience or membership, an appointment could continue through the next year.

Section 8 – Election Process

8.1 Parent / Legal Guardian Representatives: The Site Council shall put out a call for nominations for parent / legal guardian representatives via the school-to-family news-broadcasting system(s), ideally in Spring so people can think about it and in September, for fall elections. Such notice shall provide details concerning the timing and requirements of the election.

- Parent(s) / legal guardian(s) may nominate themselves or others.
- Ballots will be shared via the school-to-family news-broadcasting system(s) and made available during Back to School Night.
- Only parents / legal guardians of current Skyline students may cast ballots for a parent/ legal guardian Site Council nominee
- Those elected shall be notified in email prior to school to parent communication and the public will be notified in the school to parent communication system.

8.2 Teacher/Certified Staff Representatives

- The Site Council shall inform all teachers of annual Site Council openings each year and shall provide details concerning the timing and requirements of an election.
- Teachers/Certified staff vote for up to 6 members who shall represent them on the Site Council.

8.3 Classified Representative

- The Site Council shall inform all classified staff of the annual Site Council opening(s) each spring and September and shall provide details concerning the timing and requirements of an election.
- Classified staff may vote for the interested classified staff member who shall represent them on the Site Council.

8.6 Community Representatives can be invited to attend meetings

- Site Council members may nominate and vote for interested community members to serve on the council anytime throughout the year.

8.7 Voting will be placed in a centrally located area (the office or gym) where parents can access the ballot without additional presentations going on. The voting will take place at back To School Night.

Section 9 – Orientation - First Meeting

9.1 One meeting will take place following back to school night in which new members will be introduced and shall receive an orientation within one month of becoming a member.

9.2 The orientation may consist of a review of the Council's Bylaws, other Council working documents and/or materials, and current school improvement planning documentation, as well as any other information deemed relevant by the Site Council.

9.3 At the Orientation the team will set future meetings based on availability of data

9.4 At the Orientation the chair and co-chair will be selected

ARTICLE IV Officers

Section 1 – Officers

1.1 The officers of the Site Council shall include a Chair (or Co-Chairs) and Secretary for each term

1.2 Other officers may be appointed, and their duties designated, as deemed necessary by the Council, as approved by a two-thirds vote of all Site Council members.

Section 2 – Election and Term of Office

2.1 Officers shall be elected annually by majority vote of Site Council members.

2.2 Terms of office shall be approximately 1 year, from annual election to election. October through September [May thru April].

Section 3 – Removal or Vacancy of Officers

3.1 Officers may be removed by a two-thirds vote of all Site Council members whenever, in the judgment of the Site Council, the best interest of the Council would be served.

3.2 Site Council must notify the officer of any upcoming vote for removal at least two weeks prior to the meeting at which the vote will be called. If the vote for removal passes, the Site Council may immediately issue a call for filling the vacancy.

3.3 A vacancy, for any reason, may be filled by majority vote of the Site Council at any meeting and shall last for the remainder of the term.

Section 4 – Duties of Officers

4.1 The Chair(s) in consultation with the principal and/or designee (if not Chair/Co-Chair) shall:

- Coordinate/designate pre-meeting preparation including agenda and support materials
- Ensure distribution of the month's meeting Agenda to Council membership ideally one week in advance of the next scheduled meeting and leaving room and/or time open for discussion.
- Facilitate meetings or identify an alternate facilitator
- Ensure work and conduct of the site council corresponds with work outlined in the Bylaws, Council annual work plans, and school improvement plans
- Conduct, or appoint alternate to conduct, new Site Council member orientation

4.2 The Secretary shall

- Record minutes of all proceedings of the Site Council.
- Distribute minutes of each meeting for approval by Site Council members, ideally electronically, prior to the next meeting and preferably within one week of each Site Council Meeting whenever possible.
- Revise, or appoint alternate(s) to revise, minutes as necessary
- Request the motion and vote for approval of minutes via email.
- Facilitate posting of approved minutes to the school community via liaison if necessary

ARTICLE V Meetings of the Site Council

Section 1 – Regular Meetings

1.1 The Site Council shall hold a minimum of 5, 1 introductory and 4 regularly scheduled meetings per year if possible.

1.2 Meetings shall be held inside the school district's boundaries and shall be ADA accessible if necessary. An interpreter shall be provided if requested 48 hours prior to the meeting, subject to availability through Portland Public Schools.

1.3 Regularly held meetings shall be set at the introductory meeting and be based on availability of necessary data points.

Section 2 – Special Meetings

2.1 Special meetings may be called by the Chair (or any Co-Chair) or by at least [four] Site Council members (not including student members) by written notice to all Site Council members at least 72 hours prior to any special meeting.

Section 3 – School or Sub Committee Meetings

3.1 School committees shall report/update the Site Council when deemed to be in the best interest of the Site Council and/or school.

3.2 The Site Council shall use discretion in the creation of sub-committees, ensuring a clear purpose and anticipated work goal. Sub-committees shall be disbanded once their purpose or goal has been met, or if their purpose or goal is no longer relevant or in the best interest of the Site Council or school.

Section 4 – Notice of Meetings

4.1 Advanced public notice of each regular meeting of the Council shall be provided at least seven days in advance of such meeting, and notice of any special meeting shall be provided no less than 24 hours in advance of such meeting.

4.2 Notice of a meeting shall be in writing and communicated via the school-family news-broadcast system(s) in the case of regular Council meetings, or in the case of special Council meetings in any other manner reasonably deemed to provide notice to the parents/legal guardians, teachers/school staff.

4.3 Notice shall include the day, hour, location and major subject areas to be discussed at the meeting.

Section 5 – Meetings Open to the Public

5.1 Site Council meetings are public meetings and shall follow Oregon's Public Meeting Law.

5.2 Anyone who attends Site Council meetings who is not a Site Council member is there to observe. The Site Council Chair(s) shall determine if the agenda can accommodate a place for public comment. Public comments shall be controlled by the Site Council Chair(s). A time limit may be imposed and disruptive observers may be removed from the meeting at the Chair's discretion.

ARTICLE VI Operating Agreements

Section 1 – Standards of Conduct

The following guidelines (also in Addendum A) have been identified as being essential in helping to make the most of Site Council meetings. The aim is to create a safe and productive space where all individuals can make contributions toward reaching our goals:

1.1 Site Council members agree to:

- **Norms to be developed**

Section 2 – Decisions of the Site Council

The Site Council will discuss factors relevant to the SCIP, Site Council Bylaws, District policies, best practices, parent concerns and base decisions and communication of that decision within through record keeping and school home communication systems.

Section 3 – Record Keeping

3.1 Written minutes shall be taken at every meeting of the Site Council. The minutes will reflect what was

discussed and the views of the Site Council members.

3.2 Minutes will be approved via email. Changes other than grammar based will be communicated to the whole group and voted on. Approved minutes shall be made available for public review.

3.3 Minutes shall include:

- Site Council members present
- All motions, proposals and resolutions presented and what action was taken
- Summary of all discussions
- Vote results
- A copy of any document discussed or a detailed description of such document so anyone interested can find the document for review.

Section 5 – Work Plan

5.1 The council will develop an annual work plan at the beginning of the school year, which outlines the specific measurable goals/steps or activities to be accomplished during the year. This may include:

- Creating, reviewing or modifying the school profile
- Communicating (two-ways) with members of the school community
- Exploring school improvement planning documents, including the SCIP
- Exploring and examining the overall school goals
- Supporting evaluation and monitoring of school improvement planning, including the SCIP
- Exploring staff development priorities to support the accomplishment of school improvement planning, including the CAP
- Evaluating the Site Council's overall functioning
- Orienting new members
- Recruiting and electing new members

ARTICLE VII Amendments

1.1 Amendments will be submitted in advance and in writing at least one week prior to the meeting.

1.2 Any proposed amendment to these Bylaws shall be presented to the council in writing at a regularly scheduled meeting. Proposed amendments pass with a two-thirds vote of all Site Council members.

1.3 The Bylaws shall be reviewed annually by the council at the first regular meeting of the school year.

ARTICLE VIII Compliance

The council shall recognize and observe all laws, regulations, district policies, collective bargaining, and other agreements in its operations.