



Jason Lee Elementary

Home of the Leopards



**PORTLAND
PUBLIC
SCHOOLS**

Site Council - September 2025

Agenda

- Call to Order (Note taker)
- Review agenda
 - New Business:
 - Establish Purpose and Goals for Site Council
 - Establish membership Rules
 - Establish Meeting Protocols
 - Conduct Parent Election
 - Announce Staff Election results
- Public Comment
- Next Meeting Agenda
- Adjournment

New Business

- Establish Purpose and Goals for Site Council
- Establish membership rules
- Establish Meeting Protocols
- Conduct Parent Election
- Announce Staff Election results

Establish Purpose and Goals for Site Council

- A forum for discussing relevant educational issues to the local school community.
- Opportunities for interest-holder engagement and support.
- A collaborative decision making space.
- Contributions to defining needs and solving problems from a variety of interest-holders.
- Guidance and oversight of the SCIP and other significant endeavors.

Establish membership rules

Community/business/student members may be appointed by the community or just be in attendance
Per state statute, each SC must maintain parity and representation, typically composed of:

- **Principal or Administrator Designee** (mandatory).
- **Educators** (elected or selected by group).
- **Classified staff** (elected or selected by group).
- **Parents/Guardians** (elected or selected by group).
- **Students** (at secondary schools, elected or selected by group).
- **Community Partners** (connected to a variety of student/family populations).
- **Community Members** (Representatives from the student population and the broader community)
- **Other Interest-holders** as needed! (e.g. local government representatives from relevant city/county agencies)

Establish meeting protocols

Meetings

- Must comply with **Oregon Open Meetings Law**.
- Agendas, times, and interpreter services must be posted at least 48 hours in advance.
- All meetings must be open to the public.
- Council decisions must be on posted agendas unless unanimously amended during the meeting.
- All SC communications (email, text, etc.) are subject to Oregon Public Records Law.

Success Strategies

- Maintain representation reflective of the school community's diversity
- Set operating agreements, clear behavior norms, and communication plans.
- Meet regularly (bimonthly is encouraged)
- Create an annual SCIP-aligned work plan with timelines and goals.
- Establish inclusive, respectful decision-making procedures such as *consensus decision making*.
- ENSURE THE CONVENINGS AND TEAM HAS A PURPOSE

Conduct Family Member Election

Interested in Serving?

[Ballot](#)

Announce Staff Election Results

Public Comment

Logistics + Next Meeting Agenda

- Members review the [PPS Site Council Handbook](#)
- Meeting time agreement:

Adjournment