

Ockley Green Middle School Site Council Bylaws

Adopted 2017

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Article I – Name

The name of the organization shall be Ockley Green School Site Council. The term “Site Council”: refers to this organization in the remainder of this document.

Article II – Purpose

Ockley Green Middle School (OGMS) Site Council provides leadership, direction and support to the school community to achieve school improvement that addresses both district and school priorities in accordance with Oregon Administration Regulations for the 21st Century School (ORS 329.005) and Portland Public Schools Policies for Site Councils, including but not limited to:

1. The development and coordination of plans to improve the professional growth of the school’s staff
2. The administration for grants-in-aid for the professional development of teachers and classified district employees
3. The improvement of the of the school’s instructional program including defining how new district requirements are incorporated into OGMS.
4. Development, approval, and monitoring of the annual school-wide improvement plan.
5. Advising the school district board in the development of a plan for school safety and student discipline.
6. Close partnership and alignment of activities with the OGMS PTA. The PTA being the lead organization responsible for fostering family involvement at OGMS.

Bylaws shall be reviewed annually.

Article III – Membership

Site council will be run by a chair and secretary elected by Site Council members. These positions are held for one year beginning in June.

Section 1. Composition of Site Council

A 21st Century Schools Council shall be composed of teachers, parents, classified employees and principals or the principal’s designee, as follows:

- (a) Not more than half of the members shall be teachers;
- (b) Not more than half of the members shall be parents of students attending that school;
- (c) At least one member shall be a classified employee; and
- (d) One member shall be the principal of the building or the principal’s designee.

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

(4) Members of a 21st Century Schools Council shall be selected as follows:

(a) Teachers shall be licensed teachers elected by licensed teachers at the school site;

(b) Classified employees shall be elected by classified employees at the school site;

(c) Parents shall be selected by parents of students attending the school; and

(d) Other representatives shall be selected by the council.

(5) If a school district board determines that a school site is unable to fulfill the requirements of this section or if the needs of a school site require a different composition, the school district board shall establish the 21st Century Schools Council in a manner that best meets the educational needs of the district.

(6) All 21st Century Schools Council meetings shall be subject to the open meetings law pursuant to ORS 192.610 (Definitions for ORS 192.610 to 192.690) to 192.690 (Exceptions to ORS 192.610 to 192.690).

(7) A school district may establish a district site committee to assist in the administration of grants or in the district-wide coordination of programs. [1995 c.660 §39 (enacted in lieu of 329.705); 2001 c.618 §7; 2007 c.858 §25; 2013 c.1 §27]

Section 2. Site Council Members

As of publication, members of the Site Council are at will, members of the OGMS community including parents, community members, active teachers and school administration.

Section 3. Officers

Chair Responsibilities

Ensure Site council members understand the purpose of the meeting and have received the necessary training to be an effective member of the OGMS Site Council.

Facilitate the work of the OGMS Site Council establishing an annual plan of activities for the Site Council including topics, timeline, and any necessary background or knowledge required for each topic.

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Work with the secretary to prepare, publish, and distribute an agenda for each upcoming meeting.

Preside at all meetings of the Site Council or designate an appropriate alternate.

Ensure coordination with PTA board and communicate Site Council activities as appropriate in the monthly PTA meeting. The chair can designate a Site Council representative to perform these responsibilities.

Term

The Chair for the following year will be elected at the May Council meeting. The chair must have previously served on the Site Council. The newly elected chair will assume leadership of the Site Council at the June Council meeting.

Secretary Responsibilities

Work with the chair to prepare, publish, and distribute an agenda for each upcoming meeting at least 24hrs prior to the meeting.

Record the minutes of all proceedings of the Site Council meetings.

Prepare, publish, and distribute the minutes of each meeting.

Prepare correspondence as directed by the Site Council.

Term

The Secretary will be elected by the Site Council members at the June Site Council meeting, taking office immediately.

Section 4. Responsibilities of Site Council

Members are expected to participate in scheduled meetings of the Site Council. In case of personal emergency, a representative should be identified and attend the meeting in his/her place. The representative is free to vote as s/he chooses on issues that may come up for a vote unless written voting instructions are provided by the council member being represented.

Members are expected to familiarize themselves with the necessary background and knowledge to effectively participate in Site Council business and agenda topics. This may include reading and learning about educational topics, data, and research and/or discussions with other members of the community.

Section 5. Meetings

The Site Council meets regularly, typically monthly. Meeting frequency will be adjusted based on the level of activities and work of the Site Council. All meetings follow the Open Meeting Law of the State of Oregon; thus all are welcome and encouraged to attend. Meeting agendas will be published, available to the public via school website, no less than 24 hours prior to Site Council meetings.

Section 6. Decision-Making Process

A quorum; least two-thirds of the pool of teachers and administrative member and at least two-thirds of the elected parent members must be present. A person authorized to serve in place of another Site Council member counts as present.

The Site Council works toward achieving mutual understanding and agreement in decision-making. It is expected that most decisions are made this way. All in attendance at any Site Council meeting are welcomed and encouraged to participate in discussions.

Actual voting and approval/decline is done by Site Council members. Decisions will be considered approved when receiving two-thirds vote of the Site Council members present.

The Site Council bases its decisions on several factors, whether or not a proposal is consistent with Ockley Green Middle School Plan, Site council Bylaws, best practices, etc.

Proposals may require research and drafts before a decision may be made.

Section 7. Resignation, Vacancies, and Removal from office

Resignation

A Site Council representative may resign from the Site Council by giving written notice of resignation to the Site Council or to any Site Council member who can present it to the Site Council and call for the filling of the vacancy.

Removal from site council

Members of Site Council may be removed from the Site Council if they fall into any one of the following 3 categories -

Any member who misses three meetings during a school year (sending a proxy constitutes "missing" the meeting)

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Any member who misses two meetings during a school year without sending representation

Any member whose participation and conduct are determined to be detrimental to OGMS and the work of the Site Council

The member may be removed from Site Council by a two-thirds vote of the Site Council. 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. As soon as the vote for removal passes, the Site Council can issue a call for the filling of the vacancy.

Vacancies

In the case of resignation of any elected parent representative occurring before Jan 1st of the school year -

The first runner-up (as recorded in the election results) will be asked to fill the vacancy. If the first runner-up is not available, the second runner-up will be asked to serve. If no runner-up is available to fill the Site Council vacancy, the Site Council will call a special election by the OGMS PTA to elect a new representative.

In the case of resignation of any elected parent representative occurring on or after Jan 1st of the school year -

The Site Council will determine if the vacancy will impact the work of the Site Council for the remainder of the year. If the vacancy will not cause an impact, the vacancy may be left open until the next regular election. If the vacancy will cause an impact, the vacancy may be filled by vote of the Site Council.

Article IV – Amendments

Article V – Operating Norms

Portland Public Schools recognizes the diversity and worth of all individuals and groups and their roles in society. It is the policy of the Portland Public Schools Board of Education that there will be no discrimination or harassment of individuals or groups on the ground of age, color, creed, disability, marital status, national origin, race religion, sex or sexual orientation in any educational programs, activities or employment.