

Pine Lake Middle School
Site Council Charter

- I. Name
 - a. Pine Lake Middle School Site Council

- II. Purpose
 - a. The PLMS Site Council may serve in decision-making or advisory capacities – or both, depending on the topic and circumstances.
 - b. The purpose of the Council is to foster continuous improvement of the school’s educational program, blend the values and perspectives of the community, staff and students in school-wide planning and problem solving, and foster effective communication among all stakeholders.

- III. Focus
 - a. The council will focus on matters directly related to the district and school mission. For example,
 - achievement data
 - Continuous Improvement Plan and local budget to support it
 - enrichment and remedial opportunities for students
 - b. The council will focus on matters indirectly related to the district and school mission. For example,
 - school culture and learning climate
 - safety; deterrents to harassment; fair treatment for all
 - support for staff and their working environment
 - concerns related to school rules and student discipline
 - planning for and improvement of school facilities

- IV. Limitations
 - a. The council will not focus on matters that are administrative, deal with state or federal law, district policy or procedure, negotiated contracts or matters that fail to contribute to the District’s mission.

- V. Council Membership and Operating Guidelines
 - a. The council will consist of fourteen roles with one vote each. Each member will represent and communicate the issues relevant to and from his/her respective constituencies. Fourteen votes, fifteen people described below...

<ul style="list-style-type: none">• 2 – 6th Grade Parents• 2 – 7th Grade Parents• 2 – 8th Grade Parents• 1 – PTSA Representative• 1 – 6th Grade Teacher• 1 – 7th Grade Teacher• 1 – 8th Grade Teacher	<ul style="list-style-type: none">• 1 – Staff Specialist (Music, Elec., Special Ed., Counseling, Library)• 1 – Classified Staff (EA, Secretaries)• 1 – ASB Representative• 1 – Administration (Principal/Asst. Principal = split vote)
---	---

- b. Terms of membership (June to June cycle)
 - (Parent) Self-nominated, one year term with an opportunity to extend to a three year consecutive maximum. The existing site council would select candidates for each grade level.
 - (Staff) Faculty will continue to process this selection through teams on a year to year basis
- c. Member Responsibilities – All Council members are expected to...
 - Attend meetings regularly. In event of a resignation during the year, the vacancy will be filled.
 - Provide input and information as appropriate to and from their represented constituency.
 - Participate in discussions in accordance with the Issaquah School District’s civility policy and refrain from seeking personal agendas.
 - Volunteer for various roles throughout the year – recorder, timekeeper, ad hoc committees or facilitator (selected by group at first meeting)
- d. Transition Meeting – There will be an annual transition meeting held in June for new site council members to be introduced and acquainted with operating procedures from the continuing or vacating members. This meeting will include...
 - By-law review and adoption
 - Distribution of previous Site Council minutes, decisions, ISD Board policy and philosophy
 - Discussion about Site Council meeting norms, culture and history
- e. Frequency of Meetings – We will meet on the first Wednesday of each month during the school calendar from 3:45 – 5:45 p.m.

VI. Decision-Making Process/Model

- a. All decisions must be consistent with state laws and regulations and with the Issaquah School District policy and Site Council procedures.
- b. Our priority is to seek consensus on all decisions.
- c. Quorum consists of 9 members.
- d. If the quorum is reached a formal voting process may occur.
- e. Approval of any recommendation and/or motion occurs when it receives at least 75% of the voting members present.
- f. Eight Site Council members must agree for a decision to be reconsidered.
- g. In the event Site Council cannot make a decision on issues that need immediate action, the administrative team will make an interim decision until the council can revisit the issue at a later date.

VII. Communication to Stakeholder Groups

- a. Each meeting will include a structured section of time for direct or indirect stakeholder input or questions.
- b. New business for the Site Council should be communicated to the facilitator prior to the meeting date.

- c. Accurate reports of all Site Council discussions, decisions and activities will be distributed to all stakeholders in a reasonable time frame and delivery model.
- d. Reflection, assessment and evaluation of these goals will be part of the annual transition meeting.

Reviewed June 2, 2010