

**CLARK SITE COUNCIL
BY-LAWS**

Clark Elementary Mission Statement: ***Through the joy of learning, Clark Elementary honors all children and inspires them to reach their full potential.***

Clark Collective Commitment: ***Safe, Kind, Productive***

Clark Site Council is a shared decision making committee comprised of parents and staff representing the Clark community. Its purpose is to ensure full representation of this community in decisions and policies that impact our common goal of improved student learning.

GOAL:

To improve learning and teaching by:

- Providing a forum for improved collaboration on school-wide education decisions
- Creating a trusting environment that listens, communicates and responds to constituent needs
- Modeling the democratic process
- Enhancing the learning environment of students and the work environment of staff
- Addressing concerns of the learning community

SITE COUNCIL RESPONSIBILITIES:

- The Site Council should focus on matters directly related to the improvement of student learning such as
 - Achievement data
 - Effective transition of students to middle school
 - Enrichment and remedial opportunities for students
 - Clark's *School Improvement Plan (SIP)* and local budget(s) to support it
- The Site Council should also focus on matters indirectly related to the mission, such as the following:
 - 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
 - Understanding the district, building and other funding sources
 - Review and support of policies and programs such as: Title I Reading, SIP, ELL, Grants, and Building Policies
- Establish, sustain, and review Site Council documents

MEMBERSHIP:

Council Representatives will commit to a 2-year term of service, and agree to speak on behalf of their constituents. The Site Council will ideally include: The principal, four parent representatives, one PTA representative, and five staff representatives.

MEETINGS:

Meetings will be held regularly during the school year at a day, place and time determined by the council.

AGENDA:

An agenda will be prepared by the facilitator in consultation with the membership. Items must be submitted to the facilitator the Thursday before each meeting so agenda can be communicated in advance. The agenda will be delivered to all members of the council at least three days in advance of the meeting.

RECORD KEEPING:

The designated Recorder will keep minutes of all meeting. A copy of the minutes will be provided to each member for approval or corrections. A copy of the approved minutes will be posted on the school website. Additionally, minutes will be posted within the school.

COMMUNICATION to CONSTITUENTS:

- Meeting notification and topics will be included in Shark Bites and/or E-News when appropriate
- Scheduled meetings will be posted
- Public input is welcome at the beginning of each meeting (10 min total, 2 min per person)
- Representatives' contact information will be posted for constituents
- Minutes will be posted electronically

DECISION MAKING COMPONENTS may include:

- Brainstorming
- Clarification and Discussion (Time frame established)
 - All voices are heard
 - All concerns are addressed
 - The facilitator has the right to put time limits on discussions
 - The facilitator may call a vote to either make a decision, extend discussion, or postpone a decision
- Decision
 - Consensus is the goal
 - When the question is called, 60% of all members present carries
 - Any individual member has the right to ask for a quorum vote on high impact decisions. A quorum is defined as 60% of the membership
 - If necessary, special sessions may be convened
 - In the case of a tie or split vote, the principal will cast the deciding vote

NORMS OF OPERATION:

- Encourage active participation by all
- Practice active listening
- Communicate and support all decisions agreed to by the group
- Remember our primary focus: Improve student learning
- Acknowledge the accomplishments of the group

Clark Site Council Self-Nomination Form

I am interested in serving on the Grand Ridge Site Council for the 2018-19 & 2019-20 school years.
Application deadline: **Monday, November 19th**

Name:
Phone:
Email:

Cell Phone:

Children Name(s)

Grade Level in 2018-19

Please answer the following questions in five sentences or less. Additional pages cannot be accepted.

1. Why do you wish to serve on the Clark Site Council?

2. What leadership experiences have you had, i.e. various committees you have been involved in at Clark, community, or elsewhere?

3. Describe your approach to problem solving with someone that doesn't hold your point of view.

By signing this application, I will abide by the Site Council bylaws and work together in support of Clark mission statement until the end of my term.

Signature: _____ Date: _____

Thank you for your interest and support.