

Carnation Elementary School's
Site Based Council
Amended Plan of Operation
First Adopted: September 13, 2001
Amended: Sept. 16, 2005

Purpose of the Site-Based Council

All sites in the Riverview School District will have a Site-Based Council in order to facilitate effective shared decision-making, using the Decision-Making Guide (see attached). Specific organization, member selection criteria, procedures, and goals are to be determined by individual sites.

The Site-Based Council will focus on teaching, learning, student achievement and behavioral management, and it will support the school and district mission statements. It will develop a "Plan of Operation" including areas of focus and allocation of site funds. The plan will be published one week prior to the staff meeting where it will be presented. The plan must be approved by seventy percent (70%) – a super majority vote – of the site's bargaining unit members present at the meeting. By April 1st of the school year there will be a review of the plan and an assessment of the use of funds.

The following is an amended proposal developed by the current staff members of the Site-Based Council (April 2004) up for approval by the "super majority" of the certificated staff at Carnation Elementary.

Roles & Responsibilities

A. Site-Based Council Staff Representatives will...

1. Develop, review annually, and amend (as needed) the "Carnation SBC Plan of Operation."
2. Manage internal staffing concerns through small group meetings.
3. Represent all certificated and classified staff.
4. Determine funding allocations for Site-Based Council (\$400 per REA FTE).
5. Participate fully in the Site-Based Council meetings.

B. Site-Based Council Responsibilities include...

1. Establish and maintain the mission and vision of the school.
2. Develop and review annual building goals.
3. Serve as the school's Learning Improvement Team (LIT) and develop, maintain, and review the School Improvement Plan (SIP).
4. Approve programmatic proposals, procedures, and guidelines.
5. Monitor and oversee the development and implementation of the school's Safety, Crisis, and Emergency Preparedness Plans.
6. Building budget (including instructional & extra curricular budgets).
7. Scheduling
8. Monitor building, grounds, and facility issues.
9. Curriculum/course implementation.
10. Monitor and maintain all school committees.

11. Interview team representation (as per district procedures).
12. In-service/Staff Development direction/planning.
13. Program evaluation and review.
14. District committee representation.
15. Building and staff communications.
16. District Communications Team membership (if available).

Site-Based Council Membership

- A. At least fifty percent (50%) of the Site-Based Council must be composed of REA certificated staff. In designing the balance of the team, it is expected that the principal will serve on this council. In addition, consideration shall be given for representation of all groups that compose the school community.
- B. The Site-Based Council will develop a “**Plan of Operation**” which shall be published one week prior to the staff meeting where it will be presented. The plan must be approved by seventy percent (70%) – a super majority vote – of the site’s bargaining unit members present at the meeting.
- C. No employee shall be excluded from the bargaining unit as a supervisory or managerial employee, with regard to the Labor Relations Act, because of his/her participation in an approved site-based decision-making body.
- D. The Site-Based Council will select a chairperson (or co-chairpersons) at the beginning of each school year. This person will work with the building principal to develop the monthly agenda and run the meetings. In addition, the SBC will select a secretary each year to record the minutes of each meeting. Both of these positions will be paid an additional stipend (if REA staff members) out of the SBC Representative Funds set aside for council use.

Site-Based Council Selection Process

- A. There will be an open application process for **all** positions (no appointed positions). Staff members seeking election for specific positions will submit a letter of interest to the Principal and the certificated staff will vote (simple majority) for the candidate of its choice. Staff may apply for only one position/category at a time. The classified position will follow the same procedure but will be elected by the classified staff.
- B. **The Site-Based Council will consist of:**
 - (*paid staff positions)
 - 3 – *1 Certificated Classroom Teacher from each of the 3 main wings (Red, Blue, & Green). (Should be representative of both primary and intermediate levels.)**
 - 1 – *Certificated Specialist or Special Services Teacher**, - (Includes: Music, PE, Library, Counselor Speech, Psych. ELL, Spec. Ed. Resource Rm., Title 1, ECSE, & PAT.)
 - 1 - *At Large Certificated Staff Representative** (Could be any REA Cert. Staff Mem.)
 - 1 – Principal/Administrator**
 - 1 - *Classified Staff Member**
 - 1 - Regular Education Parent
 - 1 - Special Services Parent
 - 1 – Community Member (without children in school)

- C. All Site Council positions are “representative positions.” For example, the “Certificated Staff Rep.” position should represent their entire wing or grade level team to the best of his/her ability and not just his/her own personal interests.
- D. The building principal, or designee, is a permanent member of this team. All positions will be two-year terms. A SBC member interested in seeking a second term will follow the procedures listed in paragraph A of this section to be reelected. There will be a two-consecutive term limitation with re-eligibility after a break of one term. The Site-Based Council will review the effectiveness of this consecutive term limitation every two years.
- E. If a staff member representative, for any reason, vacates or resigns his/her position prior to their term being up, the position shall be re-opened to any eligible staff member. The outgoing representative shall be paid for his/her service completed for that school year and the incumbent shall receive the remainder of the stipend for the remaining months of that school year. The person filling the vacant position will complete the rest of the vacated term and then may apply for reelection according to the terms listed in Paragraph A.
- F. Parent and community membership positions of the Site-Based Council will be advertised in the school newsletter and/or local newspaper to solicit interested volunteers. Their membership will be selected by the staff representatives of the Site-Based Council. These positions will be 2-year terms as well. These representatives may apply for re-election for an additional two years if desired. This will be determined by the staff representatives on the SBC. There will be a two-consecutive term limitation with re-eligibility after a break of one term. If a representative is not found to fill a specific position or category (i.e. special services rep.), then the position may be opened to any qualified applicant (parent or community).
- G. In the event that a SBC member is unable to fulfill his/her duties by attending regularly scheduled SBC Meetings, the Site-Based Council will review the situation and determine an appropriate course of action.

Site-Based Council Funding

- A. Each Site-Based Council will be allocated the funds to be used for bargaining unit members only, whether to be used for compensation, professional development, or release time. The funding allocation is calculated at \$400 per REA FTE certificated staff member.
- B. The total allocation for the SBC will be divided into six parts. One-sixth of the funds will be given to each of the five certificated staff member representatives. The additional one-sixth of the allocated funds may be used for the chairperson and secretarial stipends (approximately \$500 each) and other council needs. The classified staff member will be paid his/her hourly rate for actual time spent for council duties, and will be paid out of other building funds and not out of the SBC Fund.
- C. By April 1st of the school year there will be a review of the SBC use of funds. If the funds are not used and the site team would like to carry the funds over to the next school year, this may be done with the approval of the Superintendent.

Site-Based Council Meeting Procedures

- A. Agenda items must be submitted in writing to the principal or chairperson of the SBC by the Monday before the scheduled monthly meeting.
- B. Each SBC monthly meeting will have a “Hearing of the Public” time on the Agenda at the beginning of each meeting. Parents, staff members, or community members may sign up to speak during this time to share ideas, concerns, proposals, or suggestions. Speakers must sign in prior to the meeting and complete a “Hearing of the Public Clipboard,” briefly stating their topic. This clipboard is kept in the school office and must be submitted to the principal or chairperson prior to the meeting being called to order.
- C. The minutes from each meeting will be emailed to all staff members once approved after each monthly meeting and agenda items will be discussed with SBC Small Groups in monthly Small Group Meetings. In addition, a copy of the monthly SBC Minutes and SBC Agendas will be kept in the school office and posted on the school’s website for staff or community review.
- D. Each Certificated SBC Staff Representative will meet monthly, within a week from the scheduled monthly SBC meeting, with his/her SBC Small Group constituents to provide information and seek input and feedback regarding topics discussed at each monthly meeting. It is each staff member’s responsibility to attend the monthly SBC Small Group Meetings or to contact his/her representative if he/she cannot attend. In addition, each staff member will support the decisions made by the SBC if he/she does not provide feedback at the small group meetings.

Site-Based Council Meeting Schedule

The Carnation Site-Based Council “at large group” will typically meet monthly, as determined by the council annually. The entire council will meet at its designated location (LRC) with meetings typically starting at 3:45pm and ending by 5:45pm. Additional meetings may be scheduled as necessary. (Efforts will be made to provide childcare for SBC members, if needed.)

Following the “at large” meeting, the staff representatives of the council may meet with the principal in an “executive session” to discuss separate building and/or staffing issues from SBC Small Group Sessions.

Site-Based Council Assessment & Evaluation

- A. The Site-Based Council may survey the staff as to the effectiveness of the group and its actions.
- B. By April of each school year there will be a review of the “Carnation SBC Plan of Operation” and an assessment of the use of funds. Amendments to this plan may be proposed to the Carnation REA staff following the same guidelines as previously established (70% super-majority for adoption.)