

## Site Council – Hopi Elementary School

### Site Based Shared Decision Making

#### SITE BASED SHARED DECISION MAKING

Site Based Shared Decision Making (SBSDM) is a blending of site based management and shared decision making. Site based management is a system by which decisions are made at levels closest to the issue being addressed. Shared decision making is a process by which individuals affected by and responsible for implementing the decision share in the making of the decisions.

The primary method for making site based decisions is reaching consensus. Decisions must be in accord with legal requirements, board policies, the TEA and District guidelines.

#### LEADERSHIP TEAM (SITE COUNCIL)

The Leadership Team, known as Hopi Site Council, will have representation from K-1, 2-3, 4-5, special areas, classified staff, community, and parents. The Hopi Site Council meets monthly and has a set agenda including committee reports. There will be no more than 12 representatives on the Hopi Site Council.

The standing committee will address ongoing school issues and needs, and will develop annual goals and strategies. The primary focus of the committees should be to deliberate, research, plan, and develop recommendations that will go to the Hopi Site Council for final approval.

#### Hopi Site Council Members 2019-2020

Kindergarten/First Grade: Lisa Domini

Second/Third Grade: Deana Christee

Fourth/Fifth Grade: Debbie Voris

Specials Staff: Valerie Conti

Administration: Tamara Jagodzinski, Amanda Rand

Community Representative: Linda Keeler

Classified Representative: Danielle Leivian

PTA President: Heidi Richardson

PTA President Elect: Nikki Ess

Parent Representative: Keith Zollman

Parent Representative: Abby Brown

## ADOPTED POLICIES REGARDING SITE COUNCIL STRUCTURE AND PROCEDURES

### STRUCTURAL MATTERS

#### A . TERMS OF SERVICE

Site Council members will serve one two-year, staggered term (except the Principal and Assistant Principal, who serve continuously, and PTA President and PTA President Elect, who changes annually. Staff members may serve more than one term, but may not succeed themselves (except classified staff if they are unable to rotate membership). The Principal or designee acts as chairperson.

#### B. STRUCTURE

- Four teachers will serve as representatives for K/1; 2?3, 4?5; special areas.
- Five positions will include one community representative (non-parent, non-staff position), one PTA president, PTA president elect, and two parent representatives.
- Positions will be designated for two administrators and one classified personnel employee.
- All staff representatives for the Site Council will be selected in the spring of the current year for the upcoming year.
- Ad hoc committees will be appointed by the Chairperson of the Site Council when the need arises.

### PROCEDURAL MATTERS:

- The Site Council will act by consensus. A group reaches consensus when all members agree up on a single alternative, and each group member can honestly say:
  - I believe that you understand my point of view and that I understand yours.
  - Whether or not I prefer this decision, I support it because
    - It was reached fairly and openly and
    - It is the best solution for this time.
- If consensus cannot be reached, the Site Council will vote. The final decision will always rest with the principal.
- The Site Council will operate in an open, public forum but reserves the right to convene executive sessions at its discretion to consider highly sensitive matters where public disclosure would be imprudent.
- The Site Council agendas will be prepared by administration. Agendas will be distributed and posted in advance of meetings. Members may put items on the advance agenda or bring up matters during open agenda.
- Consideration of significant agenda matters will tend to be carried over to a second meeting for action, except in emergency situations or by consensus of the Site Council.
- Site Council meetings will be announced in advance, and participation of non-members in Site Council discussions will be at the discretion of the chair or by consensus.
- Minutes of Site Council meetings are available on the school website and are distributed to each member.
- The Site Council secretary/recorder will be responsible for producing Site Council minutes and conducting correspondence as the Site Council directs.
- Members who miss more than three regular Site Council meetings during a school year without adequate justification may be asked to resign, at the discretion of the Site Council acting by consensus.
- The Site Council will seek to foster thorough and candid discussions, central to its decision-making process, that are tempered by civility and cooperation toward the common good of the school. The Site Council, acting by consensus, may dismiss a member for repeated disruptions that interfere with the decision-making process.

## EDUCATION:

A brief orientation program shall be provided during the first meeting of the year. Ongoing education programs shall be provided on identified needs and requests.

## BY-LAWS PROTOCOL:

The Hopi Site Council shall develop annual objectives and goals as necessary and monitor such goals throughout the school year. These by-laws may be amended after the submission of the proposed amendment at a Site Council meeting. The amendment shall require a two-thirds vote for implementation. These by-laws shall be adopted annually by a majority vote of the membership at the first site council meeting of the year.

## POSITION OF PARENT REPRESENTATIVE (2)

Qualifications: Hopi parent or guardian who will be a strong public school advocate and supports the missions of the school and the district.

Duties: Parent Representatives will be expected to function as liaisons who work within the Hopi educational community to promote communications and bring community issues to the attention of the Site Council. They will function with prudence, sensitivity, and discretion, maintaining close contact with the school community.

Method of Selection: The parent representatives will be appointed to the Site Council in the spring with the term commencing at the beginning of the next school year. A single candidate will be recommended to the Site Council by the PTA for each position.

## POSITION OF COMMUNITY REPRESENTATIVE (1)

Qualifications: Adult (not a Hopi parent, guardian, or staff member) who will be a strong public school advocate and supports the missions of the school and the district. The community representative may be chosen to bring particular expertise, knowledge, or skills to the Site Council or to represent the perspectives the community at large. Persons who have contractual or other direct business relations with Hopi or the district are ineligible. Candidates must live within the boundaries of the Scottsdale School District.

Duties: The community representative will be expected to participate fully in Site Council meetings and activities and may lend particular expertise or support, where appropriate. The community representative will function with prudence, sensitivity, and discretion and maintain close contact with the school community.

Method of Selection: The community representative will be appointed to the Site Council in the spring with the term commencing at the beginning of the next year. A single candidate will be recommended to the Site Council by the PTA.

REVIEWED: August 2019