

Woodbury Middle School Site Team Constitution

I. DEFINITION

Site-based shared decision-making is a decentralized form of decision-making in which decision and recommendations are made by the stakeholders, including building employees, parents, community representatives, students and others determined as appropriate members.

II. MISSION

Our mission is to provide a variety of educational experiences, which will empower our learners to soar with the knowledge, skills and attitude for success.

III. MEMBERSHIP

The Site Team will have the representatives from the following stakeholder groups:

A Voting Member shall represent a larger group in which they were voted to represent. Voting members are compensated for their time on SITE. A non-voting member is anyone who attends SITE at will for advisory or informational purposes; they do not receive a vote on agenda items. Non-voting members are not compensated for their time.

1. Certified staff members, 1 per house and encore for a total of 6
 - Avalanche: Maren Dries (2014-2016)
 - Hurricane: Dave Rafferty (2016-2018)
 - Tsunami: Lanka Liyanapathirana (2016-2018)
 - Tornado: Susan Moorman (2015-2017)
 - Firestorm: Lauren O'Connor (2013-2017)
 - Encore: Ryan Johnson (2016-2018) (Ryan Johnson)
 - Special Education: Christina Forga (2016-2018)
2. 1 Principal (Automatic member):
 - Kari Lopez or Kelli Isakson
3. DSN Representative:
 - Laurie Bebee (2014-2017)
4. 4 Non-Voting Staff Members (Literacy Coach, SAS, Counselor)
 - Literacy Coach/DATL: Leah Boulos
 - SAS: David Donnelly
 - Counselor: Rebecca Crislip or Luke Riesgraf
 - AVID: Rueben Spinner

Site Team Facilitator: Lauren O'Connor (2014-2017)

SITE COUNCIL MEETINGS, DATES & TIMES FOR 2015-2016

Dates: (All meetings begin at 2:35 in Media Center)

November 15, 2016

January 26, 2017

April 20, 2017

Roles: A Site Team member should:

- Represent a group of people
- Communicate with that group
- Participate as a team member
- Work toward the vision and beliefs of the building stakeholders

Site Team Facilitator—will be elected at the last Site Team meeting of the school year for the following year. He/She will distribute agenda to staff and parent representatives prior to meeting, ensure that Site Team adheres to established norms, follows agenda, and collect feedback.

Secretary—elected at the first Site Team meeting of the school year. Record, review and distribute minutes to all stakeholders

IV. TERM OF OFFICE

Elected members will serve a two year term. Stakeholders may extend their term with the consensus of their house/SITE team. Extended terms should be reevaluated on a yearly basis.

(Even and odd years are to be determined by the date for which the school term begins.
Example: 2006-2007 is an even year.)

V. ELECTION OF MEMBERS

Members will be sought from the parents and the staff. If necessary, nominations and elections will happen in April. Membership on site team should be voluntary. If no one from a stakeholder group (except the parent group) wants to serve, then everyone within that group will be placed on a ballot. Each group will vote for representatives from their group only. Parent representatives shall be elected by the parents.

VI. DECISION-MAKING PROCESS

1. Any e-mailed, verbal, or handwritten item given to the facilitator(s) will be placed on the next site team meeting agenda if site team input is deemed appropriate by the facilitator(s).
2. The agenda will be sent out to all members prior to the actual meeting for consideration.
3. The topic(s) shall be defined by the facilitator(s).
4. Sufficient time shall be given to discuss the topic(s).
5. If the item was not previously on a site team meeting agenda, it will be considered a discussion item and no decision will be made. If a decision needs to be made before the next meeting, a member may make a motion to move it along. Another member must affirm the motion.
6. After the meeting, site team members are to talk with their respective groups about the issue so that the site team member's votes appropriately represent the group.
7. Any discussion item will be placed on the next meeting agenda as an action item.
8. Working for consensus using a yes or no voting process will make decisions.
9. The entire Site Team is responsible and accountable for all decisions made during Site Team meetings.

Consensus: We have arrived at consensus when all points of view have been heard, and the will of the group is evident—even to those who most oppose it.

Yes or No Vote:

Yes-supportive

No-Opposed

Anyone voting no must explain the reason for their vote. He/she may restate or justify concerns to provide an opportunity for another group member to change his/her mind. When the will of the majority becomes evident (through subsequent yes or no votes) there is an expectation that all members will agree that the process of consensus was followed, and that the decisions will be enforced as the will of the group.

VII. RATIFYING THE CONSTITUTION

The parent community and the staff members will vote to ratify the Constitution. The Constitution will be ratified by a simple majority vote of all votes collected.

VIII. AMENDING THE CONSTITUTION

The Constitution will be followed as written. The process for amending the Constitution is as follows:

- a draft of the proposed amendments or changes will be given to the facilitator(s)
- the facilitator(s) will bring it to the full site team for discussion and to schedule a vote
- a simple majority of all votes collected from the stakeholders is needed to approve any changes.

IX. ANNUAL REVIEW

Site team will review the constitution and bylaws at the last meeting of each school year. Stakeholders may review the constitution and bylaws at any time by requesting a copy from the office. New site members will be given a copy of the constitution and bylaws for their review at the first meeting of each school year.

Revisions: November 15, 2016

Ratified: November 15, 2016