

# **Site Council Handbook**



## **Mountain View Elementary School**

801 W Peoria  
Phoenix, AZ 85029  
602-347-4100

## **Our Value Statements**

- 1. We are committed to establishing high standards and accountability for learning throughout the Mountain View Educational community by:**
  - Continuously monitoring individual practices with regard to students achievement.
  - Maintaining and monitoring the school-wide discipline (citizenship) program.
  - Actively encouraging students to take responsibility for their learning and behavior.
  - Utilizing all available resources to insure that all students are successful.
  
- 2. We are committed to collaboratively researching current educational practices and implementing effective teaching, grouping, and assessment strategies across all grade levels and programs by:**
  - Reading, attending conferences and workshops, conferring with colleagues & experts to gather new ideas and strategies.
  - Participating in professional development that focuses on current educational practices.
  - Sharing successful practices and experiences on an ongoing basis.
  - Utilizing all available resources to design, develop and implement effective teaching, grouping and assessment strategies.
  
- 3. We are committed to building and internal community which focuses on student achievement, collaboration among grade levels, and development of leadership skills by:**
  - Participating in community-building programs and activities to create a sense of understanding among all members of learning community.
  - Developing agreed upon parameters for grade-level and staff collaboration.
  - Becoming actively involved in school-wide activities and committees that contribute to development of leadership skills and opportunities.
  - Establishing an environment of mutual trust and respect which honors/values the individuals self worth.
  - Establishing and adhering to parameters (standards) for professional behavior.
  
- 4. We are committed to developing effective, open communication among all Mountain View students, parents, patrons, and staff by:**
  - Utilizing all available resources in place which facilitate both the level and quality of communication.
  - Providing translating services for written and oral communication when feasible.

- Communicating and collaborating with parents, staff and students, Re: expectation for students' achievement and behavior.
  - Making the school accessible to parents and community by offering activities which will help them become active participants in their children's education.
  - Researching effective communication strategies and developing professional developing strategies that will translate research into effective practice.
5. **We are committed to participating in professional development that focuses on the continuous education and social well being of the educational community by:**
- Taking advantage of available professional development activities provided through Mountain View programs and district-wide initiatives.
  - Participating in surveys and needs assessments to determine needs and areas of interest for professional development.
  - Participating in activities provided on campus for professional growth and development.
  - Taking an active role in social interaction that supports and respects the diversity of the staff.

**ARTICLE 1**

**BELIEFS AND MISSION**

**Section 1. Beliefs**

The following represent beliefs shared by the Mountain View Site Council and communicated to the educational community:

- a. We believe that all students have the right to learn in a safe, non-threatening, and positive environment which promotes healthy self-esteem and high morale:
- b. We believe that an effective school operates with the respect and support of all its council members, staff, students, administration, parents, and patrons.
- c. We believe that Mountain View School has the responsibility of teaching the essential skills and common core curriculum as outlined by the Washington School District and the State of Arizona.
- d. We believe that parents and staff together are an integral part of the students' education. It is their combined responsibility to encourage and promote the individual talents of each student.
- e. We believe that an effective learning environment places an emphasis on continuous effective communication within the entire educational community.

**Section 2. Mission**

The mission of the Mountain View Site Council (MVSC) is to promote pride in self, school, and community and to foster positive attitudes and a desire to excel in learning as a life-long process.

**ARTICLE II**

**RESPONSIBILITIES AND PROCEDURES**

**Section 1. Responsibilities of the Site Council**

With the assistance of the School Leadership Team, the Mountain View School Site Council shall:

- A. Facilitate the budget development process.
- B. Facilitate the development and implementation of the school improvement planning process.
- C. Promote effective communication between the MVSC and their constituents in the school community
- D. Participates in the screening and hiring of prospective staff
- E. Allow for review of immediate needs and concerns of the school community with accompanying action/recommendation when applicable.

**Section 2. Procedures for Each Responsibility**

**Section 2a: Budget Development Process:**

- A. The Site Council Shall
  - 1. Facilitate the preparation of preliminary school budget for Personnel (Sustenance). Other Resources (Sustenance) and Program Improvement **(September-November)**
    - a. Manage the Tax Credit (Undesignated) Funds.
    - b. Identify current needs and make recommendation how funds will be appropriated.

**Section 2b: School Improvement Process**

- A. In developing and implementing the School Improvement Process, the Mountain View School Site Council shall incorporate the following agreed-upon components of school improvement in effective schools:
  - II. Mission-What is the task we are trying to accomplish?

- III. Vision-What are the components of the task we are trying to accomplish?
- IV. Values-What behaviors or roles can we assume to help accomplish the components of the task?
- V. Goals for Learning-What should all students learn?
- VI. Goals for Learning Environments-What should school look like in order for students to learn?
  - a. Current Status Statements-At this point in time, what does our school look like in relation to the Goals for Learning and the Goals for Learning Environment?
  - b. Current Needs-At this point, what do we have that, if met, will bring us closer to realizing the Goals for Learning and the Goals for Learning Environments?
  - c. Objectives-How will we meet our prioritized needs?
  - d. Action Plans-What specific action steps must be taken to meet our objectives?
  - e. Outcomes-Have we completed our action plan? Has our action plan changed our status?

- B. In developing and implementing the School Improvement Process, the Mountain View School Site Council shall follow the following procedures:
  - 1. Connect the existing mission and vision (Goals for Learning and Goals for Learning Environments) with the development of values into the school improvement process.
  - 2. Write status statements that describe the degree to which MV has attained to Goals for Learning Environments. Status statements are factual, appropriately related to indicators, candid, timely, and reflect analyzed data related to the indicators of each goal. Status statements are made available to stakeholders-staff, parents, community-for input either via surveys, a series of meetings, or a combination thereof.
  - 3. Assess needs; determine emergent need from the current status statements. A need is a discrepancy between “what is” and “what should or could be” and is both goal and indicator-related and data-based.
  - 4. Determine immediate needs using the following indicators:
    - a. 1 point = Minimal evidence = to little, if any, extent

- b. 2 points = Somewhat evident = to some extent
  - c. 3 points = Evident = to a great extent
5. Prioritize immediate needs by determining which needs must be met before others can be met; and which needs, if met, would have the most immediate impact on student achievement.
  6. Distribute needs to teachers and parents. Obtain input from constituents regarding the prioritized needs during staff meetings and during conference days and open Site Council meetings.
  7. Assess the current status or the present year's action plan in the context of the current needs.
  8. Define, refine, or validate objectives that align with the identified needs during Site Council work sessions.
  9. Create, refine, or validate action plans that align with objectives, including the development of a professional development plan and a budget, in conjunction with MV Professional Development Cadre and the "leadership Team".
  10. Provide opportunities for increased communication about school the improvement process among the site council, their professional development team, the staff, and the parents and community.
  11. Submit the action plans, including the related professional development plan, to the superintendent.

**Section 2c: Communication**

The MVSC shall maintain a positive and proactive role in communication between the MVSC and their constituents:

- A. All members of the MVSC shall communicate with their constituents and represent their concerns and opinions at MVSC meetings.
  - B. The chairperson or designee shall be responsible for generating articles for the newsletter informing parents and community of MVSC business as well as upcoming meeting and important issues.
- A designated MVSC member shall be responsible for prominently posting a copy of the MVSC meeting minutes. Copies of the minutes will be provided to community member upon request.

**Section 2d: Short Term Problem Solving**

- A. Individual will present concerns/issues to council member through established process of MVSC. Concerns/issues should include not only the problem, but possible solutions.
- B. Individual will present concerns, issues, possible solutions to the entire MVSC at the next scheduled meeting. A issue/concern form will be available in the front office.
- C. MVSC will discuss concerns, issues and possible solutions, assess alternatives, and recommend revisions or further evaluation.
- D. MVSC will respond to concerned individual to present plan of action resulting from MVSC discussion.

**Section 2e: Personnel**

The MVSC shall take part in the hiring of classified and certified staff for the school, as follows:

- A. When a vacancy occurs, a hiring committee will be established and will consist of appropriate staff members and a parent from Site Council when possible.
- B. The hiring committee shall review applications, determine interview questions, based on the needs of the school and on district personnel policies, conduct interviews, and check references of viable candidates.
- C. After checking the candidates' references, the hiring committee will select a suitable candidate to fill the vacancy and make a recommendation to the WESD School Board.

**ARTICLE III**

**COUNCIL ORGANIZATION AND OPERATIONS**

**Section 1. Council Composition**

The MVSC shall be representative of the Mountain View educational community; its membership shall consist of the following:

Three Administrators

Each shall serve continuously during his/her tenure as principal and assistant principal. (One vote each)



Seven Teachers	<p>Each teacher must be currently employed at Mountain View School. (One vote each)</p> <p>Representation shall be as follows:</p> <table border="0"> <tr> <td>K-3</td> <td>2 teachers</td> </tr> <tr> <td>4-6</td> <td>2 teachers</td> </tr> <tr> <td>7-8</td> <td>1 teacher</td> </tr> <tr> <td>Special Areas*</td> <td>1 teacher</td> </tr> </table> <p>*Special areas include music, art and PE</p> <p>Special Education      1 teacher</p>	K-3	2 teachers	4-6	2 teachers	7-8	1 teacher	Special Areas*	1 teacher
K-3	2 teachers								
4-6	2 teachers								
7-8	1 teacher								
Special Areas*	1 teacher								
Seven parents	<p>Each parent must have a child currently enrolled at Mountain View School and may not be an employee of WESD. (One vote each)</p>								
One Patron	<p>A patron must be a resident of the Mountain View Attendance area. A patron may not be a parent of a currently enrolled MV student.</p>								
Two Classified Staff Members	<p>Classified staff members shall be representatives of the following employees groups: Secretaries, instructional aides, office staff, custodians, and cafeteria employees.</p>								

**Section 2.      Terms of Membership**

- A.    Each Site Council member shall serve a two-year term. A parent or staff member may, at his or her discretion, serve a second term if his/her vacancy cannot be filled.
- B.    If a member resigns before the remainder of his/her term, a replacement shall be appointed to serve the remainder of that term and shall be eligible for an additional two-year term.

**Section 3.      Selection and Replacement Procedures**

Teachers and support staff shall be elected to Site Council by consensus of the appropriate staff group from a list of interested candidates. Parents and community members shall be elected to site council by their constituent groups from a list of interested candidates.

#### **Section 4. Officers**

The officers shall consist of the following members: Chair, Co-Chair and Secretary. Officers shall be selected by consensus by the second meeting of the council. Any vacancies may be filled with a quorum at the time that the vacancy occurs.

#### **Section 5. Duties of Officers**

- A. Chair                      Set the agenda with the representative administrator, starts and end meetings, and facilitates productive discussion.
- B. Co-Chair                 Assume the role of facilitator if the Chair is unavailable. If the Chair steps down, the Co-Chair shall assume the leadership role until such time as replacement can be determined.
- C. Secretary                Take minutes of the meetings and publish them in accordance with open meeting laws. The secretary may be assisted by the school office manager in the typing and publishing of the minutes if necessary.
- D. Administrator           File copies of minutes in a Site Council notebook to be kept in the school office for staff and community access.

#### **Section 6. Team Growth**

The following items will be presented to each Site Council member at the first scheduled meeting of a new school year:

- A. Listing of members, including phone numbers
- B. District calendar of Events for the current school year
- C. Mountain View Site Council Handbook
- D. Parent/Student Handbook
- E. School Improvement Plans
- F. Test results from previous year
- G. Results from parent/student survey from previous year
- H. Student calendar
- I. Minutes from previous year's meetings
- J. School map/updated staff listing

**Section 7. Ad Hoc Committees**

- A. The Site Council will create Ad Hoc Committees as the need arises.
- B. The committees will be responsible to the Site Council and will keep the Site Council informed of their proceedings.
- C. A committee will be chaired by a Site Council representative and the committee will consist of volunteers from the Mountain View staff, parents, community, stakeholders and other outside consultants.
- D. Volunteers will be solicited for the various committees. If there are more volunteers than needed, selection will be by consensus of Site Council.

**Section 8. Meetings**

- A. The MVSC shall meet a minimum of one time each month. Other meetings will be scheduled as work needs arise. Dates of meetings shall be determined by the council. Every effort shall be made to provide at least two days notice of a change of date and time.
- B. Meetings shall be limited to 1 1/2 hours, with the option of a one-half hour extension by Council consensus. Meetings shall be adjourned early if all agenda items have been discussed.
- C. If time constraints impede completion of agenda items, the remaining items shall be tabled and be included in the next agenda; however, time shall be provide for citizens' comments at each meeting.
- D. Attendance:
  - 1. If a voting MVSC member misses two consecutive, regularly scheduled meetings, the Chair shall contact the member to determine his/her intentions toward fulfilling his/her obligation.
  - 2. If a member misses a 3<sup>rd</sup> consecutive regular scheduled meeting he/she will be removed from Site Council.
  - 3. The MVSC shall recognize extenuating circumstances at the discretion of the council.

**Section 9. Meeting Parameters**

- A. The council shall provide knowledgeable interpreters as needed, and the speaker shall allow time for interpreters to communicate in other needed languages.
- B. One person shall have the floor at a time. Others will listen, following a modified version of Robert's Rules of Order.
- C. Meeting shall start and end on time.
- D. The established procedure of extending meeting time shall be adhered to.
- E. Discussion may be tabled if necessary.
- F. Members shall have the opportunity to speak on all items being discussed.
- G. Members are encouraged to ask question to clarify areas of which they are unsure.
- H. The agenda shall be followed.
- I. Different ideas are not wrong ideas. Members are encouraged to contribute their ideas even if they are different from the majority.
- J. All points of view on any issue will be given consideration.
- K. Voting for consensus shall be done by each member in turn using either a voice vote or finger vote or both. A vote of 5, 4, or 3 from each member constitutes consensus from the group
- L. Decisions reached by consensus are owned by all members of the group.

**Section 10. Agenda**

The agenda shall be set by the Chair/Co-Chair and the principal. Items that are to appear on the agenda need to be given to the Chair at least 48 hours prior to the meeting. The agenda shall be posted at least 24 hours prior to the next meeting.

**Section 11. Quorum**

A minimum of 50% of the members must be in attendance to form a quorum at any regular meeting.

**Section 12. Public Input**

- A. All meetings are open to the public.
- B. Public input is welcomed.

- C. Each agenda shall include an item entitled "Citizens' Comments" at which time non-council members may state their opinions, suggestions, or concerns.
- D. Citizen' comments at other times during the meeting shall be at the discretion of the Chair and shall be limited to the topic currently under discussion.

**Section 13. Decision Making**

Decisions shall be made by consensus of the members present. If the Chair determines that a quorum is not present, the item or items to be voted upon shall be put on the agenda for the next schedule meeting.

**Section 14. Minutes**

- A. Minutes shall include, but not limited to:
  - 1. Attendance
  - 2. Revision to previous minutes
  - 3. Reports on correspondence
  - 4. Notes on discussions
- B. Within three working days after a MVSC meeting, the minutes shall be distributed to all MVSC members and MV staff, posted in the faculty lounge of the school, and a copy kept in a notebook for public review in the office waiting area.

**Section 15. Amendments**

The MVSC Handbook may be amended at any MVSC meeting by consensus of the members present and voting. Notice of the proposed amendment's shall be given to council members and posted at least 10 working days prior to the meeting at which the amendment's shall be voted upon.

**MOUNTAIN VIEW SITE-COUNCIL CONCERNS/ISSUES FORM**

**Please fill out and be specific as possible. Please explain your concerns/issues and possible solution(s) to the problem. You will be expected to be in attendance at the next site-council meeting to explain your concerns/issues. Please give this to the Principal 1 week prior to the next site-council meeting.**

**Concerns/Issues** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Solution(s)** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_