

SITE COUNCIL MEETING  
WEDNESDAY, SEPTEMBER 14, 2016  
3:00-4:00 PM

Facilitator

Caryn Cole

Attendees

Kim Pusch, Teacher

Sally Boone, Teacher

Mary Davis, Teacher

Marlene TurneyBest, Teacher

Jennifer Harley, Admin Asst.

Leslie Durham, Parent

Becky McClain, Parent

Linda Wright, Parent

Absent; Shireen Larson, Parent

Tax Credit

- Caryn presented Tax Credit policies and procedures and provided a financial report detailing the actual general tax credit expenditures for July 1, 2016 – June 30, 2017. The Site Council members approved the expenditures.
- Caryn gave an overview of the areas upon which Sanborn has been or will be spending 2017/18 Tax Credit monies including; grade level field trips, transportation for field trips, Student Activity Clubs (choir, tutoring, etc), co-curricular areas including band, orchestra and choir; Character Education; Art Masterpiece; Spelling and Geography Bee Programs; and fees for extracurricular activities or programs for which payment would represent an economic hardship for a student. Site Council agreed that the above mentioned items were appropriate for the spending of general tax credit monies, retroactive to July 1, 2017.

Character Counts

- Introducing staff/students to program during 1<sup>st</sup> quarter by various means;
  - Student Assembly on 9/29
  - Banners up in the multipurpose room
  - Working on putting up banners in the courtyard area (on the light poles) or on one of our brick walls. Banners have already been purchased.
  - "I stand for" bulletin board next to the library
  - Bullying pledge signed by every staff member and displaced in each classroom or office area
- Site Council By-Laws
  - The by-laws were reviewed and revised specific to our site while still including all required elements from the district policy as follows:

Goal Statement: Sanborn Site Council shall be established as a visionary group to create curricular and instructional strategies for Sanborn. This group shall establish a culture, climate and communication system to meet the unique learning needs of the students at the school, support student achievement and promote lifelong learning.

Sanborn shall provide stakeholders with the opportunities to participate in achieving the school's goals, improvements and outcomes. It is a collegial decision making body wherein all members share equally in the management of its business and actions. As such, all decisions made by the Sanborn Site Council are collaborative in nature.

Name: The name of the site council for Sanborn Elementary School shall be Sanborn Site Council.

Mission Statement: The purpose of the Sanborn Site Council is to support and facilitate the goal of igniting the passions for excellence in all staff, students, family and community. This group is designed to represent the entire Sanborn community. It is a vehicle by which school staff, administrators, students, representative parents and community leaders may maximize the school's potential, develop partnerships and promote lifelong learning in every student for success – today and in the future.

#### Goals

1. Review Data Driving Student Achievement Plan
2. Review student achievement progress
3. Review Governing Board end of year report and dispense information as it applies to the Sanborn Site Council.
4. Solicit input from staff, students, families and the community through periodic surveys.
5. Evaluate survey results and make recommendations to address concerns.
6. Develop and communicate opportunities for family involvement in policies and programs.

#### Membership

The principal shall serve as the chairman. If the principal is unable to attend a site council meeting, he/she will designate one of the Sanborn Site Council members to chair the meeting on his/her behalf.

The Sanborn Site Council shall consist of not less than 8 and nor more than 10 voting members. It will consist of parents and/or guardians of Sanborn students, teachers serving the school, at least one non-certified (hourly) employee of the school and at least one representative from the community as well as the school principal. The number of certified teachers may not exceed the number of parents serving as voting members of the council. Sanborn Site Council has the option of also including a student council member each year.

#### Selection of Members

Sanborn Site Council members shall be selected prior to the 1<sup>st</sup> meeting of the school year. All parents will be notified of the opportunity to serve on the Site Council via Infinite Campus email blast announcements, newsletter and website during the 4<sup>th</sup> quarter of the previous school year. If more than four parents express interest in serving as a member, an election will be held to determine the four official voting members.

### Terms of Membership

All council members shall enjoy the full right and obligations of membership. Each council member shall be entitled to one vote. Members shall serve a two-year term. A member who has served a two-year term cannot serve a second consecutive two-year term. However, if the council is unable to fill a membership vacancy a member may be asked to serve a 2<sup>nd</sup> term.

All members of the Sanborn Site Council are asked to participate in all meetings in a positive and constructive manner. If a member is seen as not adhering to these moral standards or missing three meetings in a row, he/she may be asked to resign. Any vacancy on the Sanborn Site Council shall be filled for the remainder of the unexpired term. The appointment of an alternate for that position shall be by recommendation to the school site council.

### Officers

*Principal/Chairperson* shall insure an agenda for each council meeting is prepared. He/she shall preside at all meetings of the Council and in addition, he/she will perform all duties pursuant to the office of chairperson and such other duties as are determined by the Council from time to time.

*Recording Secretary* shall take the minutes of the meetings, both regular and special, and shall publish these minutes on the school website prior to the next meeting.

### Meetings

- Sanborn Site Council shall hold a minimum of 4 regular meetings, once per quarter, while school is in regular session. Special meetings may be called by the principal/chairperson, principal designee, or by the majority vote of the council.
- The principal or his/her designee must be in attendance at all meetings.
- Dates and times of meetings shall be determined at the first quarter meeting.
- Meeting will be held in a facility provided by Sanborn Site Council.

### Quorum

The presence of a simple majority of the council members as designated in these by-laws shall constitute a quorum.

- By-laws will be posted to the website and placed in the Site Council binder. Binder is located in the front office and available to the public.

Meeting adjourned at 3:55 p.m.

Next meeting; November 29, 2017