

# Sweetwater Site Council Handbook

Revised Fall 2017





# Sweetwater Site Council Handbook

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## I. ARTICLE I. BELIEFS AND MISSION

### Section 1 Beliefs

The beliefs of the Sweetwater School Site Council (SWSC) are as follows:

- ◆ We believe that a safe, orderly environment enhances student success.
- ◆ We believe that high expectations produce high achievement for all.
- ◆ We believe that achievement and personal growth should be valued and recognized.
- ◆ We believe that no one should be discriminated against based on race, sex, color, national origin, or handicap.
- ◆ We believe that an effective learning environment places importance

### Section 2 - Mission Statement

*The mission of Sweetwater Site Council is to work collaboratively with students, staff, parents and community in a diverse environment to develop productive citizens and independent life long-learners.*

## **ARTICLE II. RESPONSIBILITIES AND PROCEDURES**

### **Section 1 - Responsibilities**

1. To participate in short-term decision making activities within the parameters of the SWSC responsibilities.
2. To review and augment the implementation of the School Improvement Plan.
3. To facilitate the interview process and

4. To promote effective communication among staff, community, students,

- d. If the request is denied, the facilitator will notify the originator of the rationale for denial.

2. SWSC Member

- a. SWSC members need to contact the facilitator so a decision can be made whether an issue is in the parameters of the SWSC responsibilities so it will be placed on the agenda.
- b. If the request is denied, the facilitator will notify the originator of the rationale for denial.

B. Resolution

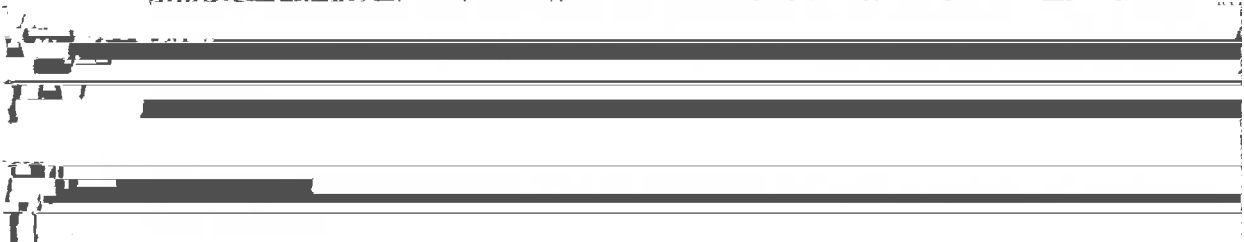
The SWSC will discuss the topic and provide a response to the originator after reaching consensus. If the issue is placed on an agenda, the resolution will be published in the minutes.

## II. Long-term Planning and Implementation

The SWSC may provide ideas in the planning, development and

### III. Effective Communication

- A. Communication between the school, home and community is essential in the operations of an effective school. The SWSC will maintain open communication with the parents, staff and the community to ensure that



1. Oral communication
  2. Newsletters and memos
    - a. Weekly staff bulletin
    - b. School/PTO
  3. Meetings
    - a. Staff
    - b. SWSC
    - c. PTO
  4. Parent-Teacher Conferences
  5. Phone Calls/Phone Master Out-dials
  6. School marquee
  7. School events and programs
- C. School and Community Issues
- The SWSC will provide the opportunity for non-members to address questions, concerns and general input through the following:
1. SWSC monthly meetings
  2. Phone messages
  3. Written school surveys
- D. Pertinent information will be relayed through agenda items to the SWSC.
- E. Minutes from each site council meeting will be in the school office and made available to the public upon request.
- F. Pertinent information will be summarized and printed in the school newsletter and/or weekly staff bulletin.

### IV. Involvement and Team Building

- A. Involvement and team building are essential qualities needed amongst the members of the SWSC. The following are suggestions for



1. Facilitate cooperation between community and school in order to provide a productive learning environment.
2. Be a model citizen that makes a positive contribution to the community.
3. Work to achieve the goals of the mission and belief statements.
4. Present ideas to the council.
5. Become informed participants who contribute and make decisions in the process through research, investigations and involvement in the school and community.
6. Promote community participation in the educational process for all students

B. The SWSC will be introduced each year through the school newsletter.

#### Section 1. SWSC Composition

- A. The SWSC will consist of a maximum of nineteen members, each with a voice in consensus. A change in this number will require an amendment



1. The first part of the document is a letter from the President of the United States to the Congress, dated January 1, 1861. It is a very important document, as it sets out the President's policy for the new year. The President states that he is pleased to see the Congress assembled, and that he is confident that the country is in a good position to meet the challenges of the future. He also mentions the recent election of Abraham Lincoln as President, and expresses his confidence in Lincoln's ability to lead the country.

2. The second part of the document is a report from the Secretary of the Treasury, dated January 1, 1861. It provides a detailed account of the financial state of the country at the beginning of the year. The report states that the country is in a sound financial position, with a strong treasury and a low level of public debt. It also mentions the recent election of Abraham Lincoln as President, and expresses confidence in Lincoln's ability to lead the country.

3. The third part of the document is a report from the Secretary of the Interior, dated January 1, 1861. It provides a detailed account of the state of the interior of the country at the beginning of the year. The report states that the country is in a good position to meet the challenges of the future, with a strong interior and a low level of public debt. It also mentions the recent election of Abraham Lincoln as President, and expresses confidence in Lincoln's ability to lead the country.

4. The fourth part of the document is a report from the Secretary of the Navy, dated January 1, 1861. It provides a detailed account of the state of the navy at the beginning of the year. The report states that the navy is in a good position to meet the challenges of the future, with a strong navy and a low level of public debt. It also mentions the recent election of Abraham Lincoln as President, and expresses confidence in Lincoln's ability to lead the country.

5. The fifth part of the document is a report from the Secretary of the War, dated January 1, 1861. It provides a detailed account of the state of the war at the beginning of the year. The report states that the war is in a good position to meet the challenges of the future, with a strong war and a low level of public debt. It also mentions the recent election of Abraham Lincoln as President, and expresses confidence in Lincoln's ability to lead the country.

6. The sixth part of the document is a report from the Secretary of the State, dated January 1, 1861. It provides a detailed account of the state of the state at the beginning of the year. The report states that the state is in a good position to meet the challenges of the future, with a strong state and a low level of public debt. It also mentions the recent election of Abraham Lincoln as President, and expresses confidence in Lincoln's ability to lead the country.

7. The seventh part of the document is a report from the Secretary of the Education, dated January 1, 1861. It provides a detailed account of the state of the education at the beginning of the year. The report states that the education is in a good position to meet the challenges of the future, with a strong education and a low level of public debt. It also mentions the recent election of Abraham Lincoln as President, and expresses confidence in Lincoln's ability to lead the country.

8. The eighth part of the document is a report from the Secretary of the Agriculture, dated January 1, 1861. It provides a detailed account of the state of the agriculture at the beginning of the year. The report states that the agriculture is in a good position to meet the challenges of the future, with a strong agriculture and a low level of public debt. It also mentions the recent election of Abraham Lincoln as President, and expresses confidence in Lincoln's ability to lead the country.

9. The ninth part of the document is a report from the Secretary of the Commerce, dated January 1, 1861. It provides a detailed account of the state of the commerce at the beginning of the year. The report states that the commerce is in a good position to meet the challenges of the future, with a strong commerce and a low level of public debt. It also mentions the recent election of Abraham Lincoln as President, and expresses confidence in Lincoln's ability to lead the country.

10. The tenth part of the document is a report from the Secretary of the Finance, dated January 1, 1861. It provides a detailed account of the state of the finance at the beginning of the year. The report states that the finance is in a good position to meet the challenges of the future, with a strong finance and a low level of public debt. It also mentions the recent election of Abraham Lincoln as President, and expresses confidence in Lincoln's ability to lead the country.

#### Section 4 - Positions and Duties

- A. The positions of the SWSC will consist of the following:
  - 1. **Facilitator**- Sets the agenda and conducts the meeting.
  - 2. **Secretary**-Takes meeting minutes and publicizes information pertaining to SWSC.
- B. SWS will annually elect/approve parent, teachers and/or support staff member to serve on district committees or councils. These representatives will seek input as needed from the SWSC.

#### Section 5 - Sub Committees

- A. Sub-committees may be formed or dissolved at the discretion of SWSC (consensus).
- B. Sub-committees will be formed to handle a one time specific issue.

J. Attendance:

1. If a voting SWSC member misses three consecutive regular

meetings, the current Facilitator will contact the member to

Δ A quorum will be defined as  $\frac{3}{4}$  of the SWSC active membership, when

the SWSC is fully staffed.

Items requiring a vote will be postponed until the next scheduled

meeting if a quorum of the SWSC is not present.

### **Section 11 - Public Input**

A. All SWSC meetings are open to the public.

B. Each agenda will include an item entitled "Citizen Comments" (usually the first fifteen (15) minutes of each meeting), at which time non-SWSC members may state their opinions, suggestions or concerns during this period for public participation.

### **Section 13 - Amendments**

- A. Amendments to the SWSC Handbook must be submitted to SWSC members.
- B. If the proposed amendment is to become an agenda item, it must be submitted ten days prior to the next meeting for consideration at that meeting.
- C. The proposed amendment will be attached to the agenda for discussion.

