

Cooley Middle School

The Cooley Middle School Council will assist in strengthening and supporting the school's educational mission

MISSION STATEMENT

Cooley Middle School will foster all students' unique social, emotional, physical and intellectual needs through a positive, creative, and rigorous learning environment.

VISION STATEMENT

Cooley Middle School will be the elite educational destination for all students and families. Through our values and attention to excellence the Cooley Middle School community will foster innovative, compassionate and global thinkers of tomorrow.

Purpose

Site Based Shared Decision Making is a process to enable effective school improvement. The Site Council is responsible for setting the direction for school improvement and general school progress. The Site Council's focus should be on the overall school goals and strategies necessary for achieving those goals. Evaluation is an important component. Each goal should be evaluated on an annual basis, leading toward the development of future goals and strategies to improve Cooley Middle School.

Membership

Section 1: Membership Composition

The Cooley Site Council shall be comprised of seven (7) members composed of the following categories:

1. Two (2) teachers, chosen at large on a volunteer basis, with a preference to represent the CMS student body.
2. Two (2) parents, chosen at large on a volunteer basis, if possible parent representative will not be an employee of the Higley Unified School District
3. One (1) classified employee chosen at large on a volunteer basis.
4. One (1) school Principal
5. One (1) school Assistant Principal

The principal will serve as the Chair and Secretary unless another member is chosen by the Site Council to serve in these roles.

Section 2: Membership Terms

- Terms of office are for one year with a three year maximum. Terms will expire on June 30 of the current calendar year.

- Resignation
 1. Any member may resign at any time by giving written notice to the Site Council. Unless otherwise specified in such written notice, the resignation shall take place upon receipt of the notice by the Site Council.
 2. If a member misses three consecutive meetings or a total of five meetings during the year, the member may be asked to resign their position at the discretion of the Site Council. A new member may be asked to fill in the remainder of the calendar year by the Site Council Chair.

- Removal

Any member of the Site Council may be removed by two thirds vote of the group at a regular or special meeting.

Responsibilities

Section 1: Roles

Roles for each Site Council Meeting shall be Facilitator, Recorder, Timekeeper, and Group Member.

Section 2: Definition of Roles

The following are important roles and responsibilities for council meetings:

Facilitator

- Remains neutral during the meeting; does not take sides on issues
- Moves the meeting along according to the agenda
- Focuses the group on the topics at hand and discourages extraneous discussion
- Encourages participation by all members; deliberately elicits opinions from those reluctant to speak
- Protects individuals from criticism or personal attack
- Suggests strategies and methods to resolve complex issues
- Summarizes what others have said and reviews decisions

Recorder

- Takes minutes of what takes place at the meeting
- Checks for accuracy, occasionally asking the group if what is being recorded clearly matches the collective memory of what has happened
- Organizes ideas, decisions, and accomplishments
- Copies important material that may have been recorded on charts
- Prepares and submits minutes to the principal for distribution

Timekeeper

- Keeps track of time lines allowed for each agenda item
- Provides reminders to the group when time allotment is about to expire
- Seeks approval from the group to extend beyond the allowed time limit for a specific item
- Assesses how well the group has kept time limits

Group Member

- Contributes to group discussion
- Maintains focus on agenda items
- Helps facilitator remain neutral during discussion
- Encourages all members to participate
- Actively listens to what others are saying
- Works to achieve consensus
- Maintains a positive productive attitude

Meetings/Agendas

The Cooley Middle School Site Council will compile a tentative agenda for the next Site Council meeting at the conclusion of each meeting. The Site Council meeting notice and agenda items will be posted prior to the meeting. Items for the next meeting agenda should be suggested at the end of each meeting. If an item needs to be added, it will be communicated to the principal at least 48 hours prior to the scheduled meeting. If the agenda is a full agenda, the Site Council members will decide when the item can be addressed and if time allotments for other items need to be adjusted to include the new item. It is the intention of the Cooley Middle School Site Council to designate time at every meeting to permit guests to address the Council.

Guidelines are as follows:

- 10 minutes total time will be allotted on every agenda to permit community guests to address the Site Council
- Speakers must submit a "Request to Address" form/email to the school principal no later than noon the day prior to the scheduled Site Council meeting
- Speakers will be limited to 2 minutes for each person to address the Site Council
- The Site Council reserves the right to not respond to any new issues not on the agenda
- The time allotment on the agenda may be lengthened by vote at a specific meeting if it appears that additional time is needed

There will be a minimum of 4 meetings in each school year. The four meetings may focus on:

Review school goals and annual plans

Review school labels and AYP progress

Promoting positive public relations for the school; healthy habits

Review the safety and security of the school campus

Other topics as generated by the membership

Meeting agendas will be posted 48 hours in advance

Attendance

- All Cooley Middle School Site Council members are expected to be in attendance at all regular or special scheduled meetings for each academic year.
- A Cooley Middle School Site Council member will notify the school office prior to any foreseen absence from regular or special scheduled meetings.
- The need to leave early from a regular or special scheduled meeting shall be disclosed at the beginning of the meeting.
- Cooley Middle School Site Council members whose absences are in excess of 3 non-consecutive or 2 consecutive meetings may have membership reviewed by the Cooley Middle School Site Council and/or replacement assigned.

The principal will contact any current Cooley Middle School Site Council member whose membership is under question to discuss such, will notify current member of acceptance of their resignation, and will notify any new appointments to the Cooley Middle School Site Council.

Amendments to By-Laws

Amendments may be made by the consensus of Cooley Middle School Site Council. Any community member may propose a change in By-Laws.

Decision Making Model

Consensus will be used for decision-making. There must be a quorum (7 members) of the Site Council membership in attendance for decision-making. The fallback in the event a decision cannot be made will be defined up front.

Consensus means a general agreement. It is a decision in which key points of view have been integrated. All members of the group feel that their ideas have been heard. All members must contribute to the formation of a consensus. Differences are clarified and viewed as helpful to the process. Consensus does not require unanimity, but it must consider all relevant ideas pertinent to an issue. Consensus decision-making requires open and honest communication, a high level of trust, and a belief that issues can be resolved by including a wide variety of opinions.

In working toward consensus, all members of the group have an obligation to explain and clarify their perceptions, convey their feelings, listen carefully to others, maintain flexibility, and are willing to negotiate. Achieving consensus does not mean that a vote has been unanimous, but it is decision that everyone in the group can live with. Once a consensus is reached, all members agree to take responsibility for implementing the final decision.