

7.10.010-P Citizen Involvement Process

I. The General Advisory Committees.

- (1) Local School Advisory Committee (LSAC) means the group of citizens who participate with a school principal on an advisory committee for that specific school.
- (2) 21st Century School Councils (Site Councils) are the groups of school staff and citizens who participate in the educational/instructional improvement activities that are a part of the Oregon Educational Act for the 21st Century.
- (3) In the interest of operating advisory committees for the purpose for which they are established, matters that are the subject of pending litigation involving the district or its agents shall not be discussed or investigated by an advisory committee unless the subject previously has been cleared in writing by the superintendent or designee.

II. Local School Advisory Committee (LSAC)

- (1) The first level of citizen involvement is at the individual school. In order to assure systematic participation of parents and other citizens in the education of young people, each Portland public school shall:
 - (a) Have a Local School Advisory Committee (LSAC) identified and listed; and,
 - (b) Establish the specific number of members of each committee.
- (2) Composition. The committee should represent as many segments of the community as possible, including parents, non-parents, students, businesses and neighborhood associations. Membership representation is open to all interested volunteers. Staff members should serve as resource persons. Staff members who are parents of students in the school may have full voting privileges.
- (3) Meetings. At least five meetings shall be held each year. Many schools may find that some additional meetings will be more in keeping with their individual school needs. The principal and LSAC chair shall cooperatively prepare and circulate an agenda prior to each meeting. Agendas and minutes should be kept on file in the school office for at least two (2) years. The meetings held are in the interest of the public school and open to all interested citizens.

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- (4) Role. The LSAC shall advise the principal on matters pertaining to the school and its educational program for students. The principal shall carefully consider the advice and recommendations of the committee in fulfilling his/her organizational and legal responsibilities as decision maker and pass on the recommendations to the appropriate district personnel. The principal shall inform the LSAC about the disposition of LSAC recommendations and provide follow-up progress reports relating to issues discussed and/or decided.
- (a) The LSAC will be given the opportunity to provide advice, input and/or response to reports from the school principal on educational programs, assessment of educational needs, and establishment of priorities. Copies of reports to or by the LSAC should be kept on file in the school office for at least two (2) years.
 - (b) The LSAC will contribute to the determination of the schools' educational goals and will review with the principal process toward the attainment of goals. The LSAC will provide the principal and other school officials, information unique to the community in order that the school can more readily identify the educational needs within the community.
 - (c) The LSAC will designate or act as a budget subcommittee to review with the principal the school's allocated budget and discuss the assignment of resources within the building, thus participating at the local level in the budget review process.

III. 21st Century Schools Councils (Site Council)

- (1) Statement of Purpose. The purpose of 21st Century Schools Councils is to increase student achievement. In compliance with provisions of the Oregon Educational Act for the 21st Century, it is the policy of the Board to establish 21st Century Schools Councils in each of the district's schools. It is the Board's belief that when a group of people, who represent different parts of an educational community, come together to work in a collaborative manner to improve education, student achievement will increase.
- (a) The Board encourages and supports the implementation of locally developed innovative strategies and program designs that target the unique needs of students in each school community. Through the collaborative efforts of teachers, classified employees, principals, family members, students and community members, schools will benefit from increased participation in planning for school improvement.

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- (b) The Board believes that all students can learn and should have the opportunity to achieve their maximum learning potential. Achieving this goal will best be accomplished through school-based decision making with equitable family/school/community partnerships.
- (2) Function of 21st Century Schools Councils. In compliance with the Oregon Educational Act for the 21st Century and to improve the student achievement, the duties of the council shall include:
- (a) The improvement of the school's instructional program;
 - (b) The development of plans to improve the professional growth of the school's staff;
 - (c) The development and coordination of plans for the implementation of programs covered under the Oregon Educational Act for the 21st Century at the school site;
 - (d) The administration of grants-in-aid for the professional development of teachers and classified district employees;
 - (e) Fostering family involvement in the schools.
 - (f) To accomplish these duties, each 21st Century Schools Council will:
 - (A) Assist in developing and implementing a process for preparing an annual school improvement plan. This process should include participation by staff, family members, community members, and students. The plan should focus on how the school will assist students to achieve the standards established by the state and district;
 - (B) Implement a school survey for assessing community opinions regarding the school program;
 - (C) Assist in developing and maintaining a current a local school profile which describes student performance information, identification of students meeting and exceeding state and district standards, characteristics of the school and its community, perception of school effectiveness by staff and family members, the school's goals and plans for improvement;
 - (D) Establish and prioritize student performance goals which are in accordance with district goals and state standards, particularly those contained in the Oregon Educational Act for the 21st Century;
 - (E) Develop plans to reach student performance goals utilizing current educational research, professional development of staff

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focused on research-based effective instructional practices and staff and community input;

- (F) Develop and utilize a communication plan for involving the community in planning for school improvement and for informing the community about the plan and its progress;
 - (G) Support the plan's implementation by identifying and applying current resources and participating in efforts to acquire new resources.
- (3) Membership. The 21st Century Schools Council will be composed of teachers, adult family members of students, the principal and classified district personnel. The council may also include persons identified by the school community as having particular benefit for council membership, such as business representatives, community members, students or other district staff.
- (a) The following principles will govern council membership:
 - (A) The principal shall be a member of the council;
 - (B) Teachers will comprise not more than one-half of the council membership and shall serve voluntarily.
 - (i) Teachers are defined as all licensed employees of the public schools or employed by an educational service district who have direct responsibility for instruction, coordination of educational programs or supervision of teachers and who are compensated for their services from public funds.
 - (ii) Teachers will be elected in accordance with applicable provisions of the collective bargaining agreement.
 - (C) Classified employees will be represented on each council and serve voluntarily.
 - (i) Classified employees are any non-teaching or non-administrative staff members having contact with students at the local school to which they are affiliated and for whose employment an Oregon teaching license is not required.
 - (ii) Classified employees will be elected by direct vote of the classified employees affiliated with the local school.
 - (D) Adult family representatives of students attending the local school will comprise not more than half of the council membership.

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- (i) Adult family representatives are defined as parents or guardians of students currently enrolled in a public school providing education in pre-kindergarten through grade 12.
 - (ii) A family is a group of individuals related by blood, marriage, or adoption or individuals whose functional relationships are similar to those found in such associations.
 - (iii) Adult family representatives serve on councils of the schools their students attend.
 - (iv) The council shall determine a process to select adult family members through open nomination and election by other adult family members of students attending the school.
 - (v) The process for conducting this election will be planned in consultation with representation from the collective bargaining units at the local school, the principal and established family and community representation groups.
- (E) At least one student representative will serve on each high school council. Elementary and middle schools may choose to include student representation. The specific method for selecting student representation will be determined at the local school.
- (F) The members of the council may appoint members of the community-at-large.
- (G) Each council will strive to reflect the diversity of the school community through elected representatives, appointed representatives and specific communication strategies to involve all families served by the school.
- (H) If the Board determines that a school site is unable to fulfill the requirement of the 21st Century Schools Council as outlined in this policy, or if the needs of a school site require a different composition, the Board shall establish the 21st Century Schools Council in a manner that best meets the educational needs of the district.
- (4) Duties of the 21st Century Schools Council Members. Each member of the 21st Century Schools Council at the local school site has responsibility to:

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- (a) Commit to a process of collaboration to achieve school improvement and increase student achievement;
- (b) Learn about the school's instructional program, its curriculum goals and mission, the teaching strategies being used, student achievement test data and issues unique to the local school;
- (c) Learn about the Board goals for the Portland school district and the expectations for staff and students contained in the Oregon Educational Act for the 21st Century;
- (d) Coordinate and lead the process of setting the improvement goals for the school, deciding how best to achieve those goals, and determining how to monitor their progress;
- (e) Ensure good communication among all participants in the school;
- (f) Adopt a balanced perspective of the school program that reflects sensitivity to a variety of diverse viewpoints.

IV. Guidelines for Decision Making.

- (1) Consensus is the desired decision-making procedure for councils. Each council should develop a process for reaching consensus on decisions facing the council. Council members should participate in training in consensus decision-making processes.
- (2) The 21st Century Schools Councils must work within the scope of state and federal law, Board policies and goals, Administrative Directives, budgetary restrictions, union contracts, and ethical standards and practices, however Oregon law provides procedures for requesting waivers of provisions of state law and rules, contracts, local policy and rules, and licensure provisions if such requests are intended to improve student achievement and to promote innovative practices.
 - (a) A request for a waiver of a contract provision must be submitted by the 21st Century Schools Council to the Association and Contract Administration for approval following guidelines agreed to by the association and district.
 - (b) A request for a waiver of an Administrative Directive must be submitted in writing to the superintendent for approval.
 - (c) A request for a waiver of Board policy must be submitted in writing to the superintendent. The superintendent will submit the waiver request and his/her recommendation to the Board for final approval. Policy waiver requests will be considered based on the district's mission statement, philosophy, Board adopted goals and effective schooling tenets.

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- (d) All other waiver requests, as provided by law, will be reviewed in accordance with procedures established by the Oregon Department of Education to determine their efficacy in promoting student achievement and for their practicality.
- (3) Council activities include:
 - (a) Formulating a school vision and/or mission statement;
 - (b) Coordinating school study committees and task forces as deemed necessary to improve academic achievement, enhance student well-being, and promote family participation in the school;
 - (c) Developing specific plans and strategies to improve student achievement;
 - (d) Planning staff development activities for the school;
 - (e) Developing plans for implementation and monitoring of provisions of the Oregon Educational Act for the 21st Century;
 - (f) Promoting school/business partnerships;
 - (g) Monitoring student progress;
 - (h) Fostering family/school/community partnerships.
- (4) Council Meetings. Meetings of 21st Century Schools Councils are open meetings and are subject to Oregon's Public Meetings Law guidelines.
- (5) Relationship to Local School Advisory Committees. Development of 21st Century Schools Councils is not intended to eliminate pre-existing Local School Advisory Committees or other community representatives or organizations affiliated with the school. The Local School Advisory Committee maintains its advisory role to the principal in a variety of local school matters as outlined in earlier sections of this policy.

V. Citizen Budget Review Committees (CBRC)

- (1) A Citizen Budget Review Committee will be established for the purpose of budget review and recommendations.
- (2) Members may be appointed by the Board or selected by the superintendent or designee from volunteer applicants. Wide geographical representation is preferred.
- (3) The Board will determine CBRC composition and terms of service.
- (4) The CBRC shall appoint a chair from among the members. The chair, with the assistance of the committee, shall review pertinent background materials, current and proposed district budget and prepare an annual budget recommendation for presentation to the Board.

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- (5) All meetings of the CBRC are open to the public. Minutes shall be taken, made available and retained in accordance with the Public Meetings Law.

VI. Notification

The LSAC shall notify the local Neighborhood Associations of all meetings of the LSAC. The Board will notify the Office of Neighborhood Associations of major matters forthcoming that may have an impact on the entire community.

Legal References: ORS 192.660 - 192.690; ORS 342.513; OAR 581-020- 0105; ORS 243.650; ORS 342.545; OAR 581-020-0115; ORS 243.782; ORS 342.553; OAR 581-020-0130; ORS 329.125; ORS 342.608; ORS 329.675 - 329.745; ORS 342.610; ORS 332.105; ORS 342.613; ORS 332.107; ORS 342.650; ORS 332.172

History: Adpt 6/71; Amd 6/28/71; Amd 7/12/71; Amd 6/26/72; Amd 11/6/73; Amd2/25/74; Amd 2/25/75; Amd 10/24/76; Amd 11/8/76; Amd 2/12/79; Amd 6/25/79; Replaced 8/11/83; Replaced 5/9/85; Amd 11/6/89; Amd 12/10/90; Amd 11/8/93; Amd 9/9/02; BA 2422

