

Subject: Site Council Minutes
Date: Thursday, October 14
Time: 5:00-6:00
Location: Zoom <https://zoom.us/j/99392488718?pwd=YkEwSzRuOUUpXcDlNQlVST244Ykoydz09>

MISSION STATEMENT

We are committed to cultivating and empowering confident and resilient life-long learners who experience academic, social, and emotional success.

ITEM	ACTION	TIME
1. Welcome!	Fun	5 min.

Reps for this year are:

- **Admin Rep:** Allan Chinn
- **Classified Rep:** Lisa Goff (year 1)
- **Classified Rep:** Jackie Sanderson (year 2)
- **Classified Rep:** Cheryl Yorges (year 1)
- **Licensed Rep:** Liz Ayres (year 2)
- **Licensed Rep:** Lesli Harmon (year 1)
- **Licensed Rep:** Candace Lovato (year 1)
- **Licensed Rep:** Geoff Parks (year 1)
- **Licensed Rep:** Jenny Potter (year 2)
- **Parent Rep:** Billie Jo Rodriguez (year 1)
- **Parent Rep:** Jill (year 1)
- **Parent Rep:** Salle (year 1)

2. <u>Site Council By-Laws and Decision Making Grid Review</u>	Decision	20 min.
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The team reviewed and approved the above linked by-laws with one minor logistical updates.

The Decision Making Grid was shared and will be reviewed and discussed at the next meeting.

3. <u>Stakeholder Group Reports</u>	Discussion	15 min.
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Admin:

- **Recorder Volunteers:** Team members signed up for recorder duties (below)
- **Staffing Updates:** Licensed staff this year are:

KG: Katie Gulewich, Lesli Harmon, Robin Seno, Jeff Stimler, Robin Vaughan
1st: Jacque Barton, Elizabeth Cobb, Heidi Gori,
2nd: SJ Moore, Jenna Norton, Lisa Zluticky
3rd: Caitlin Benavides, James Longoria, Desiree Talley
4th: Lindsey Daggett, Ashley Reich, Mandy Robison
5th: Liz Ayres, Debbi Heinrich, Candace Lovato, Geoff Parks
PE: Alex Franz



Music: Ashley Castro

Special Education: Kelsey Hicks, Melanie Pinto, Michael Larsen

- **COVID Health & Safety Updates:**

Family Health & Safety Handbook ([LINK](#))

Safety Measures Include:

- Separate wing entrances
- Breakfast in classrooms
- Grade Level Cohorts
- 3-feet distancing (to the extent possible)
- Seating charts to track student contact
- Assigned restrooms
- Frequent handwashing
- Masks required except when eating
- Separate wing exits at dismissal
- Daily cleaning
- Only “essential” visitors & volunteers

Stay home when sick or have any of the following symptoms

Fever of 100.4° or higher

- Chills
- Cough
- Headache
- Shortness of breath
- Difficulty breathing
- New loss of taste or smell
- Diarrhea
- Vomiting

Students in Quarantine - If a student has to quarantine the Family Quarantine Letter ([LINK](#)) explains the process for how learning continues.

- **Continuous Achievement Plan (CAP) Update:** 4J is moving towards aligning building improvement plans. The current district focus initiatives to support is [A.C.T.](#) (Achieve Equitable Outcomes, Create Positive Culture and Climate, Teacher and Staff Collaboration) and Learning for All (improving general education access for students receiving special education services). As a result of this, we are pausing our CAP plan until further clarity from downtown hot to proceed with formal school improvement plans.

Parents: Noting to report.

Licensed Staff: Teachers have conferences coming up and licensed staff are very busy reinventing education again.

Classified Staff: Classified staff are also busy as always!

4. Update the Holt [Title 1 Parent Involvement Plan](#) Decisions 20 min.

The above linked Parent Involvement Plan was updated with minor tweaks.

5. Others & Set Next Meeting Agenda Discussion 5 min.

Future Agenda Items:

- Title 1 Compliance Tasks
- Calendars & Schedules
- Oregon State Report Card
- Others

Future Meeting Dates:

DATE	RECORDER
Tuesday, October 11	Allan
Tuesday, November 18	Candace
Tuesday, January 13	Jenny
Tuesday, February 10	Liz
Tuesday, March 10	Lisa (if we meet)
Tuesday, April 14	Geoff
Tuesday, May 12	Candace

Holt Elementary Site Council Bylaws

Article I: Duties

The school Site Council of Holt Elementary School, hereinafter referred to as the Council, shall carry out the following duties:

- Obtain recommendations for, and review of, the proposed *School Improvement Plan* from all school advisory committees;
- Develop and approve the plan and the related expenditures in accordance with all district, state, and federal laws and regulations;
- Recommend the plan and expenditures to the governing board for approval;
- Provide ongoing review of the implementation of the plan with the principal, teachers, and other school staff members;
- Make modifications to the plan whenever the need arises;
- Annually evaluate the progress made toward school goals to raise the academic achievement of all students;
- Carry out all other duties assigned to the Council by the district governing board and by state law.

Article II: Membership

Section A: Composition

The Council shall be composed of the following:

- a. One-half of school or work site committee members shall be unit members (see description of unit members below). The unit members may be less than one-half and not less than the number needed for unit members to be the largest stakeholder group, if the site committee and at least seventy five percent (75%) of the school or work site unit members desire to have fewer unit members. The school or work site shall notify the District if the school or work site council has unit members as less than one-half (1/2) of its site council. Membership shall be voluntary. Unit members will be elected by unit members.
- b. Each school site committee shall include the following stakeholders: Unit members, administrators, classified employees, and parents.
- c. Council members chosen to represent parents may be employees of the school district so long as they are not employed at this school.

The term "unit member" shall include all employees represented by the Association in the bargaining unit. The term shall include teachers, school counselors, school nurses, librarians, mental health specialists, school psychologists, vocationally licensed teachers, speech and language pathologists, occupational therapists, physical therapists, athletic trainers, reading specialists, home/hospital teachers, clinical professors, department chairpersons, and head teachers.

Section B: Term of Office

Council members shall be elected for a two-year term. Half, or the nearest approximation thereof, the representative group shall be elected during odd years, and the remaining number elected during even years. At the first regular meeting of the Council, each member's current term of office shall be recorded in the minutes of the meeting.

Section C: Termination of Membership

The Council may, by an affirmative vote of two-thirds of all its members, suspend or expel a member. Any elected member may terminate his or her membership by notifying to the Council chairperson. A Council member shall no longer hold membership should he or she no longer meet membership requirements. The Council may remove a member if they miss two consecutive Council meetings without notice or a valid reason.

Section D: Transfer of Membership

Membership on the Council may not be assigned or transferred.

Section E: Vacancy

A vacancy in any office shall be filled at the earliest opportunity by a special election of the Council, for the remaining portion of the term of office.

In the event that a position is not filled, or becomes vacant, the application process will include the candidate completing an application (located in the front office and/or on line) and submitting it to school administration. The application will be shared at the next Site Council meeting to be voted on by Site Council members. If approved, the new member's term will last until the end of the school year. If the new member would like to continue their membership, they will need to re-apply in the fall of the current school year and submit an application to be shared at the last PTO meeting of the year (or the first meeting of the following year) to be voted on by our parent organization. A partial year of service that begins in, or before March, shall be considered a full year, as it relates to term of service

Article III: Decision Making

Section A: Consensus

We agree to make our decisions by consensus. (See definition below.) If consensus becomes impossible, then the proposal reverts to the group or person that was responsible for making the proposal to gather additional information and fine-tune the details. A **non-binding** opinion survey (see NOTE below) may be asked for, and taken, to determine how everyone feels about any given issue before consensus is determined. Council members who are in disagreement with the proposal are encouraged to assist in the refinement of the proposal.

Consensus is operationally defined as follows:

- a. All Council members contribute resources, encourage the use of one another's resources and opinions, and view differences as helpful rather than as a hindrance.
- b. Council members understand the issue and are able to paraphrase the issue.

c. Consensus does not mean the decision gives everyone his or her choice; rather, consensus means members are sufficiently in favor of the decision that no one will become an obstacle to carrying it out. (No one will sabotage the decision.)

NOTE: The essential testing vehicle for consensus is the survey - a ***non-binding*** opportunity for individuals to convey their thoughts, feelings, and impressions. Any member may call a survey at any time. The member asking for the survey states what he or she would like other members to respond to (and the convener may ask someone else in the group to paraphrase the request, if necessary, for clarity's sake). Council members then relay their responses in one or two short sentences.

Prior to a survey or vote on a topic or issue, the facilitator will state whether a vote or a survey is being undertaken, and will communicate the method of voting or survey. Examples of voting and non-binding survey methods are below:

Thumbs up = yes

Thumbs even = neutral

Thumbs down = no

Five Finger Survey

5 fingers = 100% yes,

4 fingers = 85% yes (both for consensus)

3 finger = neutral

1 & 2 fingers = no for consensus, offer an alternate solution

Article IV: Roles

Section A: Responsibilities

Convener

Each year, the Council will select a convener. Convener responsibilities will include:

- Developing and distributing the agenda (including prioritizing agenda items and assigning time allocations) at least two days in advance of the meeting
- Ensuring meeting dates and minutes are distributed to Council members, school staff, and posted on the school's website
- Serving as meeting facilitator

Recorder

The duty of the Recorder is to transmit true and correct minutes of the meeting to the Convener for distribution. Minutes will be shared with school staff and will be posted on the school's website. Council members, on a rotating basis, will share the role of Recorder.

Article V: Meetings of the Council

Section A: Meetings

The Council shall meet at least six times <note: 4J says 4x/yr sufficient per elem meeting 10-22-19> between the months of September and June, generally through monthly meetings. Special meetings of the Council may be called by the Convener or by a majority of the Council. All meetings of the Council shall be open to the public. Notice of such meetings shall be provided in accordance with Section C of this article.

Section B: Place of Meetings

The Council shall hold its regular meetings at a facility provided by the school, unless such a facility accessible to the public, including handicapped persons, is unavailable. Alternate meeting places may be determined by the chairperson or by majority vote to the Council.

Section C: Notice of Meetings

Written public notice, via school website, shall be given of all meetings at least 72 hours in advance of the meeting. Changes in the established date, time and location shall be given special notice. All meetings shall be publicized.

Section D: Quorum

The act of a majority of the members shall be the act of the Council, provided a quorum is in attendance, and no decision may otherwise be attributed to the Council. A majority of their members of the Council shall constitute a quorum.

Section E: Agenda and Minutes

Agenda items should be sent to the convener by Friday, the week before the meeting, who will be responsible for prioritizing items, assigning time allocations, and for distributing the agenda (normally, two days in advance of the meeting). Meeting minutes will be distributed after approved by Site Council. There will be a standing agenda item to solicit agenda item ideas for the next month's meeting.

Section F: Confidentiality

All information/issues discussed by the Site Council are public and can be discussed outside the group, unless someone asks for confidentiality. Information/issues will not be attributed to specific individuals when discussed outside the group. Discussions of personalities are off limits. It is not appropriate to discuss specific personalities of group members outside the group.

Section G: Expectations and Norms

Members are expected to:

- Be punctual to meetings
- Be actively involved
- Remain for the duration of the meeting, as agreed to by the group
- Abide by the decisions of the group
- In the event of absence, notify the Convener prior to the meeting, if it is necessary to leave the meeting early or if the member will be absent

It will be the norm of the group to end meetings no later than the agreed upon time, unless the Council agrees to extend the meeting. The Convener will indicate beginning and ending times on the agenda.

The first agenda item will be to review the agenda.

Article VI: Amendments

An amendment of these bylaws may be made at any regular meeting of the Council by a consensus of the members present. Written notice of the proposed amendment must be submitted to Council members at least 72 hours prior to the meeting at which the amendment is to be considered for adoption.



Responsibility Grid for Decision-Making at Bertha Holt Elementary School

	Site Council	Administration	Certified Staff	Classified	PAHS
Budget: Parent Generated Funds					
Priorities/Categories	RECOMMEND	RECOMMEND	RECOMMEND	RECOMMEND	DECIDE
Specific Allocations	RECOMMEND	RECOMMEND	RECOMMEND	RECOMMEND	DECIDE
Enrichment Funds	RECOMMEND	RECOMMEND	DECIDE	RECOMMEND	RECOMMEND
Budget: 4J					
Priorities & Specific Allocations	INFORM	DECIDE	INFORM	INFORM	INFORM
Staffing					
Hiring & Assigning Individuals	u	DECIDE (with HR)	RECOMMEND	RECOMMEND	u
Staffing Model					
Classroom Configurations & Specialist Allocations	RECOMMEND	DECIDE	DECIDE	RECOMMEND	u
Curriculum					
Philosophy & Goals	u	DECIDE	INFORM	INFORM	INFORM
Content & Implementation	RECOMMEND	RECOMMEND	DECIDE	u	u
Process for Policy Changes					
i.e. Fundraising	u	RECOMMEND	RECOMMEND	INFORM	DECIDE
Physical Plant					
Building Use	INFORM	RECOMMEND	INFORM	INFORM	INFORM
Maintenance (daily)	INFORM	CONSULT	INFORM	DECIDE	INFORM
Repair/ Safety	u	DECIDE	CONSULT	CONSULT	INFORM
Staff Development					
School-wide	DECIDE	RECOMMEND	RECOMMEND	RECOMMEND	INFORM
Grants					
Implementation	DECIDE	RECOMMEND	RECOMMEND	RECOMMEND	RECOMMEND
Parental Involvement					
Fundraising Policy	CONSULT	RECOMMEND	CONSULT	CONSULT	DECIDE
Fundraising Events	u	RECOMMEND	CONSULT/INFORM	CONSULT/INFORM	DECIDE
DECIDE	To take responsibility for final decision				
RECOMMEND	To advise				
CONSULT	To exchange views, with an opportunity to provide opinion before decision				
INFORM	To provide information				
u	Not involved in decision-making				

Dear Students and Families,

While your student is home, we have provided learning experiences for them to complete each day. These lessons are intended to keep students focused and learning while away from school. We look forward to having your child back at school soon!

Here are the steps to getting started with the daily lessons from Clever: ([Visual instructions](#))

1. Have your child's Clever code ready to scan (ask your teacher if you need a new copy)
2. Open the Clever app on your iPad
3. Hold up your QR code to sign in
4. You will now be signed into Clever and can access Seesaw, Dreambox, Laililo and more



Once signed into Clever, students will access lessons by (one of the following)...

- Seesaw: Once in the assigned Seesaw assignment, students will follow links to slides. Once in the slides, students can click through days and lessons to watch videos and listen to books. For grades 2-5, students will complete discussion questions on their own with pencil and paper, or with an adult.
- Link to slides: Using the link to your grade level, students can follow along through the lessons for each day and subject.
- Clever: Once logged into Clever, click on the "Home Learning" icon to open up the lessons in slides.



Zoom Opportunity:

Students also have an opportunity to Zoom with a district teacher each day between the hours of 9:00-10:00am and 1:00-2:00pm. This zoom opportunity is if your child needs help understanding or completing lessons. Zoom links for each grade level:

[Kindergarten](#) [1st Grade](#) [2nd Grade](#) [3rd Grade](#) [4th Grade](#) [5th Grade](#)

Technology Help:

If you need help with technology, families can access tech help here:

- [4J Family Tech Resources](#)
- [Family Technology Support](#) ([submit a ticket](#))
- Call the tech helpline at 541-790-7770 (Español 541-790-7531)

Specific Program Resources:

- ◆ Clever ([Sign in Visual](#)) ([visual in Spanish](#)) ([from your computer](#))
- ◆ [Seesaw](#) ([tool tutorials](#))
- ◆ [Dreambox](#)
- ◆ [Brainpop](#)

If your child needs help with lessons, please join one of the zoom sessions or reach out to your child's teacher.

Thank you,

Holt Parent Involvement Policy 2021-22



Holt staff recognize the important role that parents play in the education of their children. Every day, we make a concerted effort to recognize parental contributions and foster relationships with parents and families.

We have developed the following Parental Involvement Policy as part of our Title 1 school-wide Action Plan.

1. In the fall, Holt will inform parents of our Title 1 program.
2. Parents will be involved with planning, reviewing and improving the school-wide program and the parental involvement policy through participation in Site Council. Parents will be informed of the school-wide program and the parental involvement policy through the annual back to school newsletter, auto-dialers, the school website, and parent group (PAHS) meetings.
3. Parents are informed about the school performance profiles and assessment results, the curriculum used, the assessment formats and proficiency levels expected through a variety of publications and events, which may include Back to School Night and other family involvement events, Oregon State Assessment Profiles, and Student Progress Reports.
4. Through the Title 1 Annual Meeting and parent teacher conferences, parents are informed about assessments and how to monitor and work with their child to improve their child's achievement.
5. Our Parent-Teacher-Student compact is presented and signed by teachers, students and families at conferences and when students enroll throughout the year. This compact is reviewed and updated annually by Site Council.
6. Teachers, families and students will be involved in Kindergarten orientation, including Kindergarten transition activities, and 5th grade to middle school activities, including visits to Monroe Middle School.

These items were discussed and approved by the Holt Site Council in October of 2021 and will be annually reviewed by the Site Council each year.



Política de Participación de los Padres 2021-22

El personal de Holt reconoce el papel importante que los padres tienen en la educación de sus hijos. Cada día, hacemos un gran esfuerzo para reconocer las contribuciones de padres y hacer relaciones fuertes con padres y familias.

Hemos creado las siguientes pólizas para padres como parte de nuestro plan de Acción de Título 1 para todo la escuela.

1. En el otoño, Holt informará a los padres sobre nuestro programa de Título 1.
2. Los padres se envolverán en planear, repasar, y mejorar el programa y las pólizas para los padres participando en la Consejería del Sitio. Se informara a los padres en cuanto al programa por medio del boletín anual de regreso a la escuela, llamadas de teléfono, el sitio de Internet de Holt, y reuniones del grupo de padres (PAHS).
3. Se informara a los padres en cuanto a los perfiles de desempeño y resultados de la evaluación, el currículo utilizado, el formato de la evaluación y niveles anticipados mediante una variedad de eventos y publicaciones, incluyendo el Noche de Regreso a la Escuela y otros eventos de participación familiar, Perfiles de Evaluaciones del Estado de Oregon, y Reportes del Progreso del Estudiante.
4. Por medio de la reunión anual de Título 1, y las conferencias, se explica a los padres de que se tratan las evaluaciones y como monitorear y ayudar a su hijo/a para mejorar sus logros.
5. El Colaboración / Pacto entre Padres - Maestros - Estudiantes es presentado y firmado por maestras, estudiantes y familias al principio del año o en las conferencias de maestra y padre en noviembre y se actualiza anualmente mediante la Consejería del Sitio.
6. Maestras, familias y estudiantes participaran en Orientacion de Kinder, actividades de transición de Kinder, y actividades de transición de 5to grado a la escuela intermedia, incluyendo visitas a la Escuela Monroe.

Estas cosas fueron discutidos y aprobados por la Consejería del Sitio de Holt en octubre del 2021 y se repasaran anualmente por la Consejería del Sitio.