

## **Eugene IHS GOVERNANCE**

District 4J board policy on alternative schools states that the decision-making process for governance of the school may differ from the processes used in other schools. Eugene International High School policy decisions affecting Eugene International High School curricula, school day, teaching strategies, student counseling, school administration, facilities usage, budgetary planning, and cooperation with host schools are the joint function of Eugene International High School staff and Eugene International High School Site Council.

### **EUGENE INTERNATIONAL HIGH SCHOOL SITE COUNCIL**

#### **RESPONSIBILITIES**

The Site Council, in collaboration with the staff, formulates policy and coordinates the overall operation of Eugene International High School. The Site Council membership includes staff, student, parent, and administrative representatives. Specifically, the Council will:

1. Monitor the direction of Eugene International High School proposal as adopted by the Eugene School District Board of Directors.
2. Direct the budget process to:
  - Insure that expenditures are consistent with the school mission and program goals
  - Maintain flexibility for program growth and change
  - Encourage asset-sharing with cooperating schools
  - Communicate with stakeholder groups
3. Advise the general allocation of staff and advise on the process for staff selection.
4. Set policies and guidelines with regard to:
  - Enrollment and admission policies and procedures
  - Graduation requirements
  - Curriculum
  - Implementation of state requirements
  - Schedule
  - IB policies
  - Instructional strategies
5. Ensure that evaluation of the school occurs on a regular basis and includes input from staff, students, parents, and administrators in the following areas:
  - Student performance
  - Site Council performance
  - Staff performance
  - Administrative performance
  - Curriculum
  - Goals and objectives
6. Designate standing and ad hoc committees for research and to provide information to the Site Council and the staff.

## **MEMBERSHIP**

Eugene International High School Site Council is comprised of the following decision-making representatives:

- one administrative representative from each of the host high schools,
- the Eugene International High School head teacher,
- nine elected Eugene IHS teachers representing all four grade levels,
- one Eugene IHS classified representative,
- one parent representative and one alternate from each campus,
- one student from each campus and one alternate from each campus.

One additional parent and one student from each campus serve in an alternate position for one year, can vote in absence of the regular representative, and assume the representative position the following year. One teacher at-large from each of the host schools, not a member of the Eugene IHS faculty, will be selected by the respective host campus to serve in an advisory liaison position.

Staff representatives are elected by the staff at the fall retreat each year. Parents are elected from the Eugene IHS Parent Steering Committee. Students are elected by the Student Government representatives from each campus.

## **GROUP AGREEMENTS**

Group agreements are reviewed at the beginning of each school year.

## **Meetings**

All Site Council meetings follow open meeting laws and regulations. The Eugene IHS Site Council holds regularly scheduled monthly meetings. The meetings are held on the second Tuesday of the month at 4:15 pm on the South campus in Room 538. Members agree to reserve the fourth Tuesday if a second monthly meeting is needed.

The convenership for the Eugene IHS Site Council rotates monthly through the acting membership with attendance at the previous meeting mandatory. Minutes will be recorded by the member designated monthly. The recorder will type and distribute minutes to the Council members and to the Director of Instruction, the host school principals, the Eugene IHS head teacher and staff, and the counselors.

## **Agendas**

Each agenda item will be designated at the beginning of the meeting as a decision, information, or discussion item. The agenda items will be ranked in order of priority by the head teacher who creates the agenda for the meeting. The agenda will be sent out several days in advance to members via email.

Staff members may identify Site Council agenda items at Eugene IHS staff meetings. Students and parents may submit agenda items through their representatives.

## **Decision Making**

Fifteen voting members of the site council, representing each stakeholder group, must be present to constitute a quorum.

Any member may ask for a survey of the members of the group at any time.

Time is provided at the end of each meeting to allow members to react and share their feelings about the meeting.

Site Council meetings begin and end promptly and all members are expected to be punctual or to notify the convener or head teacher otherwise.

Decisions are made by consensus:

I. Consensus is defined as follows:

- a. All participants contribute to the discussion and recommendations.
- b. All members share in the final decision and can accept the decision sufficiently so that no one will become an obstacle to carrying it out.
- c. If consensus is not reached, the discussion is automatically recycled for more information.
- d. When all but one member cannot reach consensus, that member will generate an alternate proposal for consideration by the group.

II. If the group cannot achieve consensus in the time required to settle the issue or make the decision, any member may call for a vote:

- a. The proposed change to voting must be accepted by a 2/3 majority.
- b. Any decision made by vote must pass by at least a 2/3 majority.
- c. If 100% of one of the stakeholder groups disagree with the result of the vote, then there is no decision.