



Oltman Middle School

SITE TEAM CONSTITUTION

Revised September, 2012

I. Definition:

Site Based Decision Making is a decentralized process in which decisions and recommendations are made by stakeholders, including building employees, parents, community representatives, students and others determined as appropriate members.

II. Vision Statement:

“Building relationships through creative and critical thinking, respectful dialogue and rigorous learning”

III. Membership:

- One elected OMS licensed staff member from each House and one from Encore
- One OMS support staff
- At least two not to exceed four parent/community representatives which will consist of three parents, one per grade level at OMS.
- The principal of OMS
- SAS or Data Coach
- Literacy Coach

IV. Definition of Roles:

- Three members of Site Team will hold the office of: Site Team Chair, Site Team Secretary/Recorder, Site Team DSN (**D**istrict **S**taff **D**evelopment **N**etwork).
- Site Team will elect a **Chair** to serve a three year term from among the Site Team licensed staff members. On the third year of the term, the Site Team chair will co-chair with the next years chair. The chair can be re-elected for two consecutive terms.

Site Team Chairperson's Role:

- Gather feedback from precinct leaders at precinct meetings
- Create agenda
- Communicate agenda to principal
- Facilitate meeting



- A Site Team member will volunteer for office of **secretary/recorder** and take meeting minutes. The meeting minutes will be distributed to all staff members within a week after the Site Team meeting.
- A Site Team member will volunteer for office of **DSN representative**. This role includes attending monthly meetings with Teaching and Learning Services Staff Development Coordinator, completing the SIP (**School Improvement Plan**) as developed by Site Team members and approved by all staff.
- All Site Team members will make decisions, advise and provide information as determined by the by-laws.

V. Process for Representative Election:

Anyone teaching at least .8 at OMS or any counselor (licensed staff) with an equivalent work load shall be eligible to be elected to the Site Team. These faculty members shall serve three year terms which shall be staggered.

The Site Team licensed staff election shall be held in May, prior to the final Site Team meeting. Any staff member representing their House who is eligible and wishes to run shall give their name to the Site Team chair at least one week, but not more than three weeks before the election. Newly elected Site Team members shall take office at the first meeting following the election.

The support staff shall determine the terms, not to exceed two years, for their representatives to the Site Team. The support staff elections shall be held in May, and those elected shall take office at the first meeting after the election.

Any parent of an OMS student that wishes to serve on the Site Team shall give their name to the building administration. Upon approval, the parent shall serve a one year term, with the possibility of serving three terms while their child is enrolled at OMS.

Vacancies:

If a vacancy occurs in a Site Team position, the following methods shall be used to fill the term:

- Teacher vacancies will be filled by a special election held among the teachers.
- Support staff vacancies will be filled by a special election held among the support staff.
- Parent vacancies will be filled by the administration.

VI. Decision Making Method:

The OMS Site Team will use the fist of five consensus decision making process.

VII. Amendment Process:

In order to amend any part of the current Site Team constitution, consensus must be reached by all stakeholders.



VIII. Annual Review Process:

Site Team will review the Constitution and By-Laws at the end of each academic year. Provisions for modifications will be made if necessary through the amendment process.

The Site Team Constitution will be available on the OMS website for review and an additional copy will be provided to the Oltman Middle School PTO (**P**arent **T**eacher **O**rganization).