



**Traut Core Knowledge School (TCKS)
Site Based Management Council (SBMC)
Standard Operating Procedures (SOP)
2019-2020 School Year**

Vision: *“Our vision is educational excellence in knowledge, skills and character with strong parent-teacher-student partnerships.” (TCKS Covenant, approved May 19, 1998)*

LEADERSHIP: The success of this school in achieving its vision of excellence in all areas of the school’s operation is impacted significantly by the quality of its leadership. There are fourteen leaders working together on this school’s Site Based Management Council, and every one of these fourteen leaders must be thoroughly informed on her/his sectors of responsibility, in addition to being fully committed to strong, active leadership in fulfilling each part of that responsibility.

PURPOSE: The school’s charter (approved May 29, 1998) lists the general and specific responsibilities for each officer of the Parent Advisory Board (PAB) and Teacher Advisory Board (TAB). This SOP is intended to clarify the necessary actions of specific PAB/TAB members to fulfill those responsibilities listed in the charter.

RESOURCES:

TCKS Covenant and Charter, approved May 29, 1998 as revised 2015

TCKS Decision Making Matrix, approved May 21, 1998; as revised 2/20/2001

AREAS OF RESPONSIBILITY:

Principal:

- Ensures safety of all TCKS students
- Responsible for overall instructional program at TCKS
- Supervises all staff
- Maintains clear lines of communication with PSD administration both ways

Parent Advisory Board (PAB):

- PAB duties as specified in part 5 of the TCKS Charter
- PSD Board of Education (BOE): PAB External Strategic planner monitors the actions of PSD’s Board of Education.
- PAB may be called upon to approach PSD Administration as directed by the SBMC.
- In Committee Liaison Role: Each PAB officer is aligned to a standing committee and is responsible for recruiting a chairperson for each committee to which he or she is liaison. The PAB liaison monitors committee activity, helping to establish a clear understanding of the committee’s mission, and helping specify yearly goals/tasks with a realistic timetable for completion. The PAB liaison will then ensure that the committee members have sufficient direction and resources to accomplish their mission goals/tasks within the set timetable and will report committee progress to the SBMC during SBMC meetings at least once each trimester.

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Teacher Advisory Board (TAB):

- As individual staff members, have primary responsibility of delivery of excellence in instruction
- TAB duties as specified in part 6 of the TCKS Charter
- Staff committees will be reviewed by the TAB for any changes at the beginning of the school year.

PAB President:

As the School Accountability Advisory Committee (SAAC) Chairman, the PAB President will coordinate a yearlong schedule of meetings to establish and monitor progress towards SAAC goals. They will share this with the SBMC and school community at large. In May, the PAB President will schedule PAB meetings for the upcoming year and provide specific dates to the office manager. The PAB President will work in coordination with the TAB President to record the names of committee chairpersons.

TAB President:

Coordinates with the principal on agenda for staff meetings monthly for current school issues and may chair the meetings as needed. Sends reminder emails about NAV team meetings to members of the NAV team. Ensures the TAB folder is updated electronically. In May, the TAB President schedules TAB and SBMC meetings for the upcoming year, providing specific dates to the office manager. The TAB President schedules dates for Welcome Back Open House and Back-to-School Night with the office manager. The TAB President will post staff committee sign-up sheets in the school lounge no later than the third week of school. This sign-up sheet will include a line to indicate the chairperson for each committee.

PAB & TAB Vice-Presidents:

These officers keep a record of each policy proposal brought before the SBMC and ensure that each step in the decision-making process is followed as outlined in the TCKS Decision Making Matrix. The Vice-Presidents also ensure that correct parliamentary procedures (i.e. modified Robert's Rules of Order attached below) are followed during the SBMC meetings and serve as timekeepers.

PAB & TAB Secretaries:

These officers both take notes during SBMC meetings and compare these notes to ensure the minutes of the meetings are accurate based on the original agenda and include the key details of discussions and decisions made. The minutes will include a record of attendance of SBMC members by name and list how each SBMC member voted on SBMC issues. The Secretaries take turns publishing the minutes, ensuring that each PAB/TAB member receives a copy of the minutes by e-mail one week before the next SBMC meeting. The minutes will be marked "Unapproved" until approved, and a copy of the approved minutes will be posted on the website and the TCKS server.

- Minutes: The minutes of the PAB and TAB meetings will be distributed by the TAB and PAB Secretaries to all the members of their respective committees at least 24 hours before their next meeting. The PAB Minutes will be posted on the PAB website. The TAB Minutes will be posted on the TCKS server. Approved SBMC minutes will be posted under SBMC on the TCKS server and on the website.
- Community Comment: The PAB/TAB Secretaries will post a sign-up sheet and provide a copy of the community comment guidelines as needed for community members who wish to speak during community comment time.
- School Policies: The TAB/PAB Secretary will make sure SBMC-approved policies are posted on the TCKS File Server and website and ensure distribution of the policies is made as specified in the TCKS Decision Making Matrix.
- Committee Publications: The TAB/PAB Secretaries will construct a master list of TCKS Committee Chairpersons and PAB Liaisons.
- Publishing: TAB/PAB Secretaries will be responsible for publishing all decisions, policies, and minutes to the appropriate people per the Decision-Making Matrix. The TAB/PAB Secretary will be responsible for making sure all SBMC policies are updated.

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PAB & TAB Treasurers:

The treasurers and principal will work with the SBMC to determine how the money raised from fundraisers will be spent. The intent is to coordinate all fundraising efforts and provide the Fundraising Committee with useful and pertinent information.

PAB & TAB Strategic Planners:

PAB has an internal and an external strategic planner. The PAB Internal Strategic Planner is responsible for completing a yearly needs assessment of items that need to be replaced, upgraded or added throughout the entire school. The PAB External Strategic Planner is responsible for staying current on districtwide issues, serving on the District Advisory Board (DAB) on behalf of the Traut, and providing SBMC with DAB, DAC (District Accountability Committee) and Board of Education (BOE) updates.

The TAB External Strategic Planner is responsible for connecting with the PSD School Board member who has been “assigned” to Traut. The purpose of this connection is to promote a positive relationship with the Board of Education, provide clarity about how Traut operates, and improve public relations. The TAB Internal Strategic Planner is responsible for maintaining contact with the Core Knowledge Foundation and sharing relevant updates.

PAB Communications Coordinator

The PAB Communication Coordinator role is to ensure that the parents are aware of all important community issues.

General School Community:

- For items to be considered part of the SBMC agenda, community members should submit agenda items in writing to the Navigation Team at least 24 hours before the Navigation Team meeting held the week prior to the SBMC meeting.
- Anyone interested in an issue is invited to give input. This input should be as early in the decision process as possible so that it does not become criticism after the decision is made.

NORMS FOR SBMC MEMBERS:

- Chairing the SBMC Meetings: The PAB President, TAB President, and Principal take turns chairing the SBMC Meetings. *Meeting must start and end on time.*
- Chairperson will review [Community Input](#) norms with members and visitors. In addition to presenting the items in the policy, the facilitator also clarifies the following:
 - Community comment is designed to provide opportunities for community members to present, but it is not intended to provide a forum for discussions with SBMC members or to generate discourse between SBMC members.
 - Presenters may, however, be called on by the meeting facilitator during the meeting itself, if the facilitator believes that presenter has information pertinent to an existing agenda item.
- Facilitators need to be hospitable and welcome presenters and their comments.
- All members will be expected to do their homework by carefully reading pertinent information and by gathering needed data prior to the SBMC meeting.
- All members should receive documents related to agenda items at least 24 hours prior to the scheduled meeting.
- Each SBMC leader should come prepared with possible solutions or strategies to issues on the SBMC agenda. It is far easier to write a plan when a beginning idea already exists instead of starting with a blank slate.

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- Latecomers must get caught up after the meeting or with minutes. Review doesn't occur during meetings.
- No side conversations.
- Keep comments concise and to the point.
- Carefully listen with respect.
- Agree to disagree, if necessary.
- Attack the issues, not the people.
- Deal with issues at the meeting – not in the parking lot afterward.
- If you must leave before the meeting is adjourned, simply leave quietly. The Chair will adjourn the meetings.
- Additional time may be scheduled as needed to address significant policy issues or projects.

RULES OF ORDER:

Discussion Items

- The facilitator will state the time allowed for debate/discussion of an issue.
- The Vice-President will serve as the time-keeper for discussions.
- With concurrence of the SBMC, the facilitator may assign a specific amount of time to each member in the debate/discussion of an issue.
- All will have the opportunity to speak to an issue. No one member or small group of members may dominate the discussion if other opinions are present.
- When the time allowed has been reached, the facilitator will ask if more time is needed, possibly at another meeting, or whether the discussion has been completed. The facilitator will then proceed to the next item of business.
- Informational items can be placed before the SBMC with the concurrence of the facilitator. These items DO NOT require a motion.

Action Items

- Before a member can introduce a motion or address the SBMC, it is necessary to obtain the floor. This will be done by raising a hand and waiting to be called on by the facilitator.
- Action items will be a part of regular SBMC meetings, but not a part of retreats and training sessions.
- Before any action item is open to debate, the following is necessary:
 1. A motion is made by a member who has the floor.
 2. The motion is restated by the Secretary or Facilitator.
 3. At that moment the originator has opportunity to clarify and/or reword the motion.
 4. The motion is seconded.
- A motion can be amended. However, each member will have the right to speak to the amended motion. Please see Amendments below.

Withdrawal of a Motion

- The person who had made the motion may withdraw it at any time.
- This is done by general consensus. The permission of the seconder is not needed.
- A withdrawn motion does not appear in the minutes. It is as if the motion had never been made.

Amendments

- Any member can make a motion to amend the motion on the floor with these provisos:
 - The amendment must be seconded.

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- Once an amendment has been proposed and seconded, all discussion on the original motion ceases and the amendment is debated/discussed.
- A vote takes place on the amendment. An affirmative vote of 9 members will amend the original motion. The amended motion will be reread by the Secretary.
- Debate will continue on the amended motion.

Calling a Vote

- The facilitator may call a vote if he/she feels discussion/debate is complete.
- As all members have the right to be heard on a topic, any member may ask to be heard once he/she obtains the floor if he/she hasn't had the opportunity to speak.

Calling the Question

- This will stop debate on any motion/amendment.
- A member can Call the Question at any time.
- After the Question is Called and seconded, limited discussion for clarification will be allowed. This clarification may include the number of people who have not had the opportunity to speak on the motion/amendment.
- A vote will be taken. 'Yes' means we will stop discussion. 'No' means discussion continues.
- An affirmative vote of 9 or more members is necessary to Call the Question.
- If successful (9 or more affirmative votes), debate/discussion stops and a vote will take place.
- If unsuccessful (8 or fewer affirmative votes), debate/discussion will continue.

Tabling a Motion

- This will stop all debate/discussion on any amendment/motion.
- This will indefinitely suspend action on a motion.
- A member can Table a Motion at any time.
 - After the Motion to Table is presented and seconded, limited discussion for clarification will be allowed.
 - This clarification may include the number of people who have not had the opportunity to speak on the motion/amendment.
- An affirmative vote of 9 or more members is necessary to Table a Motion.
- If successful (9 or more affirmative votes), debate/discussion will cease and the motion is tabled.
- If unsuccessful (8 or fewer affirmative votes), debate/discussion will continue.
- To return a motion to the floor once tabled, a member will have to go through a normal motion procedure as presented above.

Postponing a Motion

- This will stop debate on any motion/amendment.
- If successful, this will suspend action on a motion for a given time.
- A member can Postpone a Motion at any time.
 - After the Motion to Postpone is presented and seconded, limited discussion for clarification will be allowed.
 - This clarification may include the number of people who have not had the opportunity to speak on the motion/amendment.
- An affirmative vote of 9 or more members is necessary to Postpone a Motion.
- If successful (9 or more affirmative votes), debate/discussion will cease and the motion is postponed.
- If unsuccessful (8 or fewer affirmative votes), debate/discussion will continue.
- If successful, the facilitator will then place the postponed motion on a future agenda.

Voting

- The Secretary will call roll by name and record the votes by name in the Minutes.
- All members have the right to vote ‘Yes’, ‘No’, or ‘Abstain’ at any time. When someone abstains, their abstention does not count toward the majority or minority.
- For all motions/amendments an affirmative vote from at least 9 members is required for passage.
- If unsuccessful (8 or fewer affirmative votes), debate/discussion may continue.
- Each SBMC meeting must have a quorum of at least 9 members.

LOGISTICS:

- Agendas: It is the responsibility of the designated chairperson to prepare the agenda discussed in the Navigation Team meeting, publish it on the Traut online calendar and email it to the SBMC distribution list prior to the SBMC meeting. The designated chairperson will also provide each PAB/TAB member with background information needed for the meeting.
- Information: To allow members enough time to prepare, information should be distributed no later than 24 hours (at least 48 hours preferred) in advance of the SBMC meeting to be considered.
- Absences: In the event that an SBMC Member is unable to attend a meeting, he/she must notify either PAB or TAB Presidents. If either of the Presidents is unable to attend, he/she will contact her/his respective Vice President.
- Type 3, 4, and Policy Decisions: SBMC Members will ensure that all such decisions have a sponsor (e.g. Committee or SBMC Member). The sponsor is responsible for the original draft and its major revisions. ***SBMC meetings should be used for input and minor editing, not as massive wordsmith sessions.***
- Budget Committee challenges: SBMC members should first consult with a Budget Committee member (principal, TAB Treasurer, or PAB Treasurer) before filing an official request that the entire SBMC review that decision.
- Meeting Schedule: SBMC meetings are generally held twice a month after 5 p.m. All agendas with dates and times are published on the Traut online calendar the Friday before the meeting is held. Additional meetings may be scheduled by the SBMC as needed.

Navigation Team: The Navigation Team will meet typically on Wednesday afternoon of the week that the agenda is due for publishing. The PAB/TAB Presidents, Vice Presidents and Principal will coordinate the details of the SBMC meeting during their leadership meetings. As issues arise, the leadership team will determine the following:

- Who is the Decision Maker (Not all decisions are made by the SBMC)
 - Who is affected most?
 - Who will have to implement the decision?
 - Who has the information or expertise?
 - How much time is available to make the decision?
 - How sensitive is the issue?
 - Are there defined legal responsibilities?
 - Does current district policy impact this decision?
 - Will the current workload of SBMC leaders permit taking on this decision?
 - What is the most efficient strategy to make the decision?
- Method of Decision (per Charter & Decision-Making Matrix)
- Who is asked to give input?
- To whom must the decision be announced?
- Assign dates for each step for the appropriate level of decision.

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- Guidelines for Evaluating issues for decision:

1. Ensure the course of action is consistent with the TCKS Covenant and Charter.
2. Supports the SAAC Goals as stated in the School Improvement Plan.
3. Refer to the Decision-Making Matrix for Guidance.
4. Ask for a recommendation from the 'sponsor' of the issue/problem/decision.
5. Use the underlying principles listed below that are foundational to the TCKS Decision Making Matrix (DMM).

Principle #1: The DMM is a working document, which can be refined as needed by the SBMC based on common sense and past experiences.

Principle #2: The DMM is a means to provide checks and balances within the school leadership so that decisions are made in a fair partnership.

Principle #3: The DMM provides an efficient division of labor so that routine responsibilities can be predetermined and do not have to be renegotiated.

Principle #4: The DMM provides opportunity for input from those who are affected by a decision.

Principle #5: The DMM is intended to provide adequate decision-making steps, allocating more time and process steps for more complex issues to ensure the decision-making process is thorough and complete.

Principle #6: *The SBMC should not be doing the work that could more efficiently be delegated to a smaller group.*

Principle #7: Changes to current policy previously approved by SBMC should be considered ONLY when there is overwhelming evidence of a school-wide concern, rather than as a response to isolated incidents or small vocal groups.

*** Since every decision cannot possibly be listed on the Decision-Making Matrix, the SBMC must use the guiding principles listed above and its collective wisdom to determine the best decision-making process. The SBMC leaders must conscientiously fulfill all steps of that process and then use the authority delegated to them to make the best possible decisions for the school.**

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