

## **COOPERATIVE SITE TEAM GUIDE**

The Cooperative Site Team (CST) is intended to be a recommendation-making body that represents all stakeholders of the school community. In time we will add other representatives to this team: i.e. teachers, other school personnel, and students. The primary responsibility for this team is to identify common goals that support the Cooperative Strategic Plan (CSP) and assist the administrative & cooperative leadership teams in establishing plans to achieve these goals.

The key to a successful CST depends upon a good working relationship among all members of the Team. During CST meetings and/or on the Google shared document, each member of the Team shares their unique perspective and knowledge of the school needs, as they affect students, programs, and operations.

- parents can provide the insights on how effective the schools are working and how well their child understands lessons and assignments
- school personnel can contribute background knowledge on instructional practices
- students offer insight on the range and effectiveness of learning opportunities available.
- Other school personnel such as counselors, instructional aides and clerical staff can share insights on how the school can better function to support student learning and wellness.

The CST operates under school board policy direction (4110 & 4110P) and with the approval of the Boards of Education. As the superintendent and CST develop, monitor and revise common goals and recommendations, the ideas shared can be shaped into recommended action plans for meeting the Cooperative Strategic Plan (CSP). The CST may even make recommendations for allocating resources to support the plan. Regular communication between the CST and superintendent, and other team members is encouraged to support school improvement efforts.

All CST meetings and documents are public record. Communication of these meetings and documents could take place through a Cooperative newsletter, district email, and/or minutes of meetings being posted on the Cooperative website, and reports made during regular meetings of the boards. The CST will require a designated secretary for the purpose of keeping meeting minutes. The CST recommendations should focus on improvement strategies, which guarantee that all students meet high standards and are provided with the social and emotional supports needed for school success.

### **Other, related areas of potential focus this team may include any or all of the following:**

- Provide a parent "voice" on student learning, services, programs, needs
- Work with school leadership to support learning and student well-being
- Respond to current and future educational challenges
- Review and provide feedback on district proposals, safety plans, initiatives
- Help communicate with others and build school partnerships

The CST may advise the superintendent of:

- matters related to the educational needs and goals
- opinions and attitudes of parents, teachers and students on significant issues
- methods to improve communication between the school and the family
- the development of an evaluation tool for reporting the school's progress to the community

The CST is NOT:

- a policy-making body
- a political organization
- a personnel committee
- a grievance committee
- a school management committee
- a fund-raising committee
- an extension of other school-related Parent Clubs
- a social group

**4110P- The following guidelines are included here to assist the Community Site Team in their work:**

- 1. This committee will be advisory only. The board does not and, under the law cannot, relinquish its decision-making responsibilities.**
- 2. This committee will make periodic progress reports to the board; such interim reports as well as the committee's final findings and recommendations will become matters of public record by virtue of their presentation to the board in a public board meeting.**
- 3. Committee meeting guidelines are as follows:**
  - 1. The frequency of meetings, meeting times, meeting places and the nature of the meeting announcements will normally be determined by the committee;**
  - 2. The committee may invite public attendance if it feels such attendance will facilitate the accomplishment of its goals; and**
  - 3. The committee will develop meeting procedures to assist in the orderly pursuit of its tasks.**
  - 4. By agreeing to serve on the committee, a person indicates his/her willingness to comply with the board's guidelines for a citizen advisory committee/task**

force and with specific guidelines and procedures developed for the committee.

5. If the committee acts on behalf of the board, conducts hearings, or takes testimony or public comment, its meetings will be open to the public. [RCW 42.30.020](#).

*\*Additional information may be added to this guide at any time*