

**Overview**

**Purpose**

The purpose of the Site Council is to:

* review the school’s goal and objectives.
* provide advice and counsel to the school for school improvement, evaluating performance goals and objectives, curriculum development and delivery, and budget preparation.
* serve as a liaison between the school, the community, and the local board of education by collecting and disseminating information about school improvement.
* help determine methods which could be used by the school to meet the goals and objectives.
* and provide other assistance that the school may request.

**Meetings**

The council will normally meet from 12:30 p.m. to 1:30 p.m. on the second Tuesday of every month from October through April. If the site council meeting falls on a holiday, or a day that the school is normally closed, the site council will publish the new date or the cancellation of the meeting. Special meetings may be called by the chairperson or the principal as long as all council members and all other interested parties are notified of the meeting at least 24 hours in advance.

All council meetings are open to the public and anyone showing interest in the council and its activities are encouraged to attend. To encourage participation in the site council meetings, the date of all regularly scheduled meetings will be published in the school newsletter. Anyone interested in making a presentation to the council should contact the chairperson or principal so their presentation can be added to the next meeting’s agenda.

**Amendments**

These by-laws may be amended at any regular meeting of the council provided that the specific amendments have been introduced at a prior meeting, have been included in the minutes of that meeting, are listed in the agenda of the current meeting, and are ratified by a consensus of the council members attending the current meeting.

**Representation and Membership**

**Selection Process**

At the beginning of each school year the Principal and Chairperson will advertise for volunteers to fill openings on the site council. The Principal and Chairperson will then select from the volunteers according to the representation needed on the Site Council. If there are not enough volunteers to fill all the available openings, the principal and chairperson will actively canvas for new members according to the representation needed.

**Representation**

The membership of the Site Council will include the principal, members of the certified and classified staff of the school, parents, students, and business and community leaders.

The council membership will also be representative of the school population by race, social economic standing, gender, and geography.

**Tenure**

All members of the site council will serve a one-year term, except the principal who is a member of the Site Council for as long as he or she holds the position of principal. There is no limit on how many terms a member can serve.

Membership on the council will terminate when members:

• no longer live in the school district

• have missed three consecutive scheduled meetings without proper notice to the chairperson or principal

• have submitted a letter of resignation to the Chairperson or Principal

In the event of any of the above situations, the Principal and Chairperson will be responsible for replacing the council member, if warranted.

**Training**

The first meeting of each school year will include an orientation session that discusses the roles, responsibilities and functions of the council, and provides information on the school, and local policies and procedures. The school district may also supply or recommend additional training for council members.

**Administration**

**Officers**

The officers of the Site Council will consist of a Chairperson, a Co-Chairperson and a Secretary. The officers will be elected during the last Site Council meeting of each school year, and they will serve until the end of the next school year.

**Duties**

The duties of the site council members are:

**Principal** - The duties of the principal are to: help build a shared vision for the school; actively participate in the site council meetings; secure members for the site council; provide the council with information; prepare the agenda for the meetings; maintain a list of all current council members; and provide the council with opportunities for training.

**Chairperson** - The duties of the chairperson are to: preside atall meetings; supervise the activities of the council; monitor the progress of committees; send out reminders for meetings; prepare the agenda for the meetings; and serve as an ex-officio member of all committees.

**Co-Chairperson** - The duties of the Co- Chairperson are to: exercise all duties of the chairperson in the absence of the chairperson; and assist the chairperson as needed.

**Secretary** - The duties of the secretary are to: keep a full and accurate account of the proceedings and transactions of all council meetings; provide a copy of the minutes to all council members, faculty members, and all other interested parties; prepare any official correspondence that the chairperson may request; and maintain a site council file in the containing copies of all minutes, council correspondence, the annual school report and the current council by-laws.

**Committees**

The council may establish committees made up of school staff members, parents, business leaders, and other citizens to study specific issues and make recommendations to the council. These committees will not be permanent and will have no responsibilities beyond those outlined by the council when established.

**Decision**

A simple majority of the council membership attending a meeting will constitute a quorum. A consensus of the quorum will be sufficient for the adoption of any motion.