

# Cimarron Springs Elementary School

## Site Council Bylaws

### 2017-2018

#### I. Purpose

The primary purpose of the Site Council is to work collaboratively and have input into the school improvement plan that is research based and data driven.

#### II. Membership

- A. The Dysart Site Council will consist of members representing the stakeholders of the Cimarron Springs Elementary School community.
- B. The principal will serve as the chairperson and an assistant principal or office manager will serve as the administrative designee in the absence of the principal.
- C. The site council will be comprised of three parents, three teachers, one support staff and the principal. A community representative shall be added if one volunteers.
- D. All positions will be for a one-year period.

#### III. Selection

- A. The staff positions will be selected by the principal upon staff volunteering for the positions. The staff will be selected annually.
- B. The parent representative positions will be advertised via the school website, email, auto dialers, or any other means deemed appropriate. If more than 3 parents are interested in the positions, an election will be held at the first PTA meeting of the year. The parent positions will also be selected annually.
- C. The community representative will be sought via the same means as parent representatives, with the principal appointing from the community volunteers.

#### IV. Meetings

Meetings will be scheduled as agreed upon by the site council as necessary. Meetings will begin promptly at 4:00 p.m.

#### V. Agenda and Minutes

- A. The agenda will be posted at least 24 hours in advance of the meeting. The agenda will include the date, time and location of the upcoming meeting. The agenda will be prepared by the staff position or principal's designee and posted on the school website.
- B. The staff member will record and distribute the site council minutes to all members within 72 hours of the meeting. This responsibility can be assigned to one member or can be rotated among the members.
- C. All site council agendas and minutes will be kept in a binder for public access in the school front office.

#### VI. Input, Requests and Observers

- A. Any Cimarron Springs Elementary School personnel or members of the community are welcome to attend site council meetings. If a stakeholder wishes to address the site council, they need to sign up with the principal or staff member at least 72 hours prior to the meeting.

VII. Training

There will be site council training offered by the district on an annual basis. After becoming a site council member, the new members may attend the next training offered by the district office. The principal may elect to conduct new member training at the first site council meeting each year.

VIII. Amendments

The bylaws of the site council should be reviewed annually. If amendments are suggested, they need to be voted on and approved by no less than a majority of the council members.

IX. Resignation

- A. Any site council member may resign with written notice to the council. The principal will appoint a new member from the corresponding member group.
- B. If a member misses three consecutive meetings or a total of five meetings during the year, the member may be asked to resign their position at the discretion of the site council. A new member will be selected following the process defined by the bylaws.