

Dysart High School Site Council By-Laws 2018-2019

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 Dysart High School community.
- B. The principal will serve as the chairperson and an assistant principal or administrative secretary III will serve as the administrative designee in the absence of the principal.
- C. The site council will be comprised of one parent, one community member, one student, one teacher, one support staff and the principal.
- D. All positions will be for a one-year period with the option of additional terms if approved by principal.

III. Selection

- A. Student-will be appointed.
- B. The staff position will be selected by the principal upon staff volunteering for the position. This will be done at the end of each school year for the following year.
- C. The parent representative-will be advertised in newsletters, school website, booster clubs, PTO and any other means deemed appropriate. Should there be more volunteers than the number of vacant positions; a voting process shall be used.
- D. The community representative will be sought via the same means as parent representative, 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 4:30 pm.

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. 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 posted on the Dysart High School website on the Site Council Page.

VI. Input, Requests and Observers

A. Any Dysart High 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.

B. Groups requesting funds need to raise a portion of the total cost themselves in order to qualify. 0-\$1,000 65%, \$1,001 - \$5,000 50%, \$5,001 - \$10,000 40%, \$10,001 and up 35%. An exception will be made if the request is for the purchase of an item or service which will benefit the entire campus or in case of extenuating circumstances which will be at the discretion of the Site Council.

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 by-laws of the site council should be reviewed annually. If amendments are suggested, they need to be voted on and approved by no less than four of the six site 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. A new member will be selected following the process defined by the by-laws.

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 by-laws.