

Surprise Elementary School
Dysart Unified School District #89

Site Council Bylaws

Article I: Mission and Goals

Section 1. Consistent with A.R.S., sections 15-351, 15-352, and 15-353, and the Dysart Unified School District Policy CFD, the Site Council is duly established for the purpose of providing input for the creation of curricular and instructional strategies/designs that meet the unique learning needs of the students served at Surprise Elementary School.

Section 2. The Site Council's mission is to create a shared vision for curricular and instructional strategies/designs, involving a variety of the members of the school and community who will be most affected by the results.

The Site Council:

- Is advisory to the school administrative staff.
- Is a representative group that solicits input from parents, community, and staff members.
- Reviews literature and data.
- Makes recommendations for school improvement.
- Monitors implementation structure for new instructional designs.
- Provides local leadership and representation in the school decision-making structure.

Article II: Purpose of Bylaws

Section 1. These Bylaws are intended to provide guidance and enable consistent operation for the present and future Site Councils. Members, when elected or appointed to the Site Council, shall receive a copy of these Bylaws.

Article III: Administrative Conduct

Section 1. The Site Council shall meet at the Surprise Elementary School as needed during the school year determined by Site Council members. The meeting duration will be a maximum of one and one half hours. A public posting of each meeting agenda, including the time, place and topics to be discussed, will be made at least 24 hours in advance of the meeting to conform to open meeting law A.R.S., section 38-431.01. Whenever possible, all back up material will be sent with the agenda to each Site Council member prior to the meeting. The principal is responsible for coordinating the agenda, with input from Site Council members.

Section 2. A majority of the members of the Site Council shall constitute a quorum necessary for the transaction of business. That quorum will include, at least, the principal or assistant principal, one parent, and one teacher representative.

Section 3. All decisions will be made by consensus achieved through a rational dialogue between the Site Council members. Consensus is achieved when a majority of members are able to support the decision.

All members will be provided the opportunity to participate fully in the discussion and express their point of view without fear of retribution. Members should be able to support their point of view with factual information.

Section 4. Special meetings may be called if a quorum of members agrees.

Article IV: Membership

Section 1. The Site Council shall consist of at least the following:

- a. One parent
- b. One teacher
- c. One community member
- d. One classified employee
- e. Site Principal or Assistant Principal

Section 2. Site Council membership will be for a one-year term. All members will need to commit to a one years term and to meet monthly.

Section 3. If a replacement member is needed, the Site Council will advertise to solicit representatives. Selection will be made at a regular or special public meeting of the Site Council. In an event that a replacement is needed, the Site Council will elect a new member through regular or special meeting.

Section 4. A member shall no longer hold membership should he/she be:

- a. A parent without a child enrolled at Surprise Elementary School.
- b. No longer a teacher at the school.
- c. A Site Council member who fails to attend three consecutive meetings.
- d. Not interested in serving and submits a letter of resignation to the principal.

Section 5. At the first meeting, after ratification of the Bylaws, the following position/responsibilities must be assigned by the Site Council. The Site Council will delegate additional responsibilities as the need arises.

- a. Facilitator. This person will conduct the meeting, according to the agenda, and ensure that all members have the opportunity for active participation. As consensus is achieved, the facilitator must ensure that a majority of members can support the decision and have no serious objections to its content.

- b. Secretary. This person shall keep full and accurate accounts of the proceedings and provide copies to the principal and Site Council members. Copies of the minutes should be made available in the office for any interested persons 48 hours after the Site Council meeting.
- c. Committee Chairperson. This person will lead a subcommittee, as necessary, to insure the successful completion of a specific assigned activity. Each member should expect that he/she would be a committee chairperson sometime throughout the year.

Article V: Bylaw Amendments

Section 1. These Bylaws may be amended at a regular meeting of the Site Council by consensus of the quorum of the membership.

Ratified/approved October 2022