

Santa Rita School Council By-Laws

ARTICLE I

STATEMENT OF PURPOSE

A. Site Council

The purpose of these by-laws is to provide a framework for site-based decision making. It is the goal of the people who wrote these by-laws to include as many participants as possible in the decision-making process to reach a majority consensus on short and long-term objectives aligned to the fundamental purpose (mission statement) of Santa Rita High School.

B. Santa Rita High School

Santa Rita High School is a place where every student learns and is valued in a healthy, challenging, and inclusive community.

ARTICLE II

SCHOOL COUNCIL MEMBERSHIP

A. Composition

The Santa Rita Site Council will be composed of the following:

Two (2) parents (non-Santa Rita employees with a child at Santa Rita High School)

One (1) community member (living or working in the community)

Two (2) certified staff

One (1) student (Student Body President or designee)

One (1) classified staff

Principal, Assistant Principal, or Principal Designee

Facilitator (non-voting member)

Parents: Open membership is to be advertised in the school newsletter/website. The number of parent representatives shall be equal to the number of certified teachers on the council. There will be a maximum of four parents and four teachers on the Santa Rita Site Council. A request for parent members will be included in the registration packets and an election will take place at the first Open House of the school year.

Teachers: Of the two certified representatives, one will be a core teacher and one will be an elective teacher. The number of teachers must match the number of parents on the site council. A request for faculty members will take place at the first faculty meeting of the year. If necessary, an election will take place.

Results of Voting: Santa Rita will give notice of the public meeting where the initial representatives of the groups shall be selected, clearly stating its purpose, time, and place. The notice will be posted at the school and on the website.

Non-certified staff: The Site Council should include at least one member classified staff.

Visiting Members: Staff working with entire school population will be invited to meetings as a resource for needed information.

Facilitator: A facilitator will be elected at the April meeting by the members of the council. A brief biography/list of qualifications must be submitted by the March Site Council meeting. The elected facilitator will attend the May meeting to ensure a smooth transition. The new facilitator's term will officially begin on August 1st.

Record keeper: Will be rotated quarterly.

B. TERMS

- The principal shall be a permanent member of the Site Council.
- The facilitator shall be a two-year term
- The classified staff member shall be a two-year term
- Teachers will serve a two-year term
- Parents will serve a one-year term

C. VACANCIES

Vacancies that occur during the school year will be filled by another member of the affected community group and approved by the Site Council.

D. REMOVAL OF SCHOOL COUNCIL MEMBERS

Any council member whose conduct is, in the opinion of the affected community group that the council member represents, prejudicial to the welfare of the school, the School Council, or the affected community group represented by such member, may be removed from the council by the majority vote of the school council. Additionally, any council member with more than two absences from scheduled School Council meetings in a continuous school year may be replaced by another member of the same community group nominated from that group and approved by a simple majority vote of the School Council.

ARTICLE III

ROLE AND RESPONSIBILITIES OF THE SCHOOL COUNCIL

COUNCIL MEMBERS:

- Attend quarterly meetings
- Communicate frequently by sharing with the groups they represent
- Make recommendations to the affected community as to any matters that affect the school, including, but not limited to, school rules, regulations, curriculum, expenditures, and policies

SCHOOL COUNCILS ARE SUBJECT TO:

- Principles of Ethics and Equity
- Governing Board Policies
- State and Federal Education Law
- Open Meeting Law

ARTICLE IV

COUNCIL MEETINGS

A. CONDUCT OF MEETINGS

All meetings are open to any interested party from the affected community, and the agenda will be posted 24 hours in advance of meetings in the school's front office. Everyone will have an opportunity to express ideas and opinions freely. The posted agenda will be adhered to during the meeting according to state law.

B. INITIATIVES

The council shall have the authority to recommend changes in school policies and procedures. Upon approval of an initiative by the school council, the council shall present the initiative to the affected community by means of newsletters or meetings. The appropriate council members from each group shall present the initiative to their corresponding group by whatever means deemed appropriate by such members.

C. QUORUM

A simple quorum of three-fifths of the overall membership must be present to pass an initiative.

D. VOTING

Any initiative on the agenda may be passed by a simple majority of the school council members attending a meeting constituting a quorum. Visiting members are not included in voting on an initiative.

E. AGENDA

The agenda for the following month will be set during the last ten minutes of each meeting. Any council member may place an item on the agenda by notifying the principal or the facilitator 24 hours prior to the scheduled meeting date. A school/site council dropbox will be placed in the school office and can be used by persons from the affected community to recommend topics for discussion at council meetings. The principal and facilitator for the next meeting will review the recommendations to place the issues on the agenda for the meeting.

F. SCHOOL COUNCIL RECORD KEEPING

Rotating members of the school council will be responsible for the calendar year to maintain minutes of each meeting and keep records for the year. Minutes will include attendance, topics discussed, and decisions made. Approved minutes will be posted on the Santa Rita website. The responsibility for taking minutes of each meeting will be held by a member for each meeting. All records of school/site council, i.e. minutes, policies, school improvement plan, hiring policies will be maintained by the facilitator.

ARTICLE V

COMMITTEES/FOCUS GROUPS

Special subject committees/focus groups may be established by the council to develop recommendations or to study specific topics. Committees/focus groups shall keep a record of their meetings and report to the facilitator or the principal, to be shared with the Site Council.

ARTICLE VI

RATIFICATION

The ratification of these by-laws will be effective upon a majority vote of the school council, school staff, and attendees of a regularly scheduled PTO meeting, if applicable.

ARTICLE VII

AMENDMENTS

Amendments to these by-laws will be effective upon a majority vote of the school site council, school staff, and attendees of a regularly scheduled PTO meeting, if applicable.

RATIFICATION COMPLETED ON **TBD**

EFFECTIVE **TBD**