

Secrist Middle School Council By-Laws

ARTICLE I

PURPOSE

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 for Secrist Middle School.

ARTICLE II

SCHOOL COUNCIL MEMBERSHIP

A. Composition

The council shall include representatives from the follow communities: business, parents, teachers, and non-certified staff. The principal and assistant principal shall be permanent members of the school council. Business members, if available, will be appointed by principal.

Students: Student groups will be polled from time to time.

Parents: Open membership to be advertised in the school newsletter. The number of parent representatives shall be equal to the number of teachers on the team. Each grade level will have a parent representative that will be elected for a one-year term, and there may be up to three more parent representatives elected for a two-year term with a maximum of six parents on the site council.

Teachers: Each grade level will have a teacher representative that will be elected for a one year term, and there may be up to three more teacher representatives elected for a two-year term with the number of teachers matching the number of parents on the site council.

Non-certified staff: Should include at least one member of the support staff, which Includes office staff, custodians, computer lab technician, teaching assistants, food service personnel, or other non-teaching staff.

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

Facilitator: A facilitator will be elected by the members of the council to serve for a one-Year term. Record keeper will also be rotated monthly.

B. Terms

- The principal shall be a permanent member of the Site Council.
- The facilitator shall be a one-year term
- The classified staff member shall be a one-year term
 - Teachers
 - 6th grade teachers will serve a one-year term
 - 7th grade teachers will serve a one-year term
 - 8th grade teachers will serve a one-year term
 - Elective teachers will serve a one-year term
 - Parents
 - 6th grade- will serve a one-year term
 - 7th grade- will serve a one-year term
 - 8th grade- 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.

ROLE AND RESPONSIBILITIES OF THE SCHOOL COUNCIL

COUNCIL MEMBERS:

- Attend quarterly meetings
- Send an alternate from the group that the member represents
- 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 agenda, meeting date, and time will be posted prior to the meeting. The posted agenda will be adhered to during the meeting according to state law. Call to Audience in the by-laws-sign-up before meeting and length of time to speak – 2 minutes each. Total call to audience 20 minutes.

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. APPEAL

Individuals in the affected community reserve the right to appeal initiatives adopted by the council. If 30% of the members of the affected community disagree with an initiative adopted by the council, they have the right to appeal and put the initiative to a majority vote of the affected community. The vote shall be taken at a meeting or by ballot.

F. SCHEDULE

The council will meet at least once per quarter on a date selected by the council. All meetings will be announced to the community at least 10 days in advance. Additional meetings can be scheduled as needed to bring closure to a project or issue. Master schedule of meetings, agenda will be posted 24 hours in advance. Special meetings will be posted 24 hours in advance.

G. AGENDA

The agenda for the following meeting 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 prior to the scheduled meeting date. A school council mailbox 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.

H. 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. The responsibility for taking minutes of each meeting will be held by a member for each meeting. Minutes from the meeting will be available to all staff, placed in mailboxes and a summary will be included in the monthly parent newsletter. All records of school council, (i.e., minutes, policies, school improvement plan, hiring policies) will be maintained by the facilitator.

ARTICLE V

COMMITTEES

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

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 SSC meeting.

RATIFICATION COMPLETED ON: September 13, 2023

EFFECTIVE ON: December 6, 2023