

Wilson High School Site Council By-Laws

I. Mission of Site Council

The mission of the Wilson High School Site Council is to provide leadership, direction and support towards the improvement of the school's instruction program and student achievement. The scope of work of the council is in the following areas:

- Establish and prioritize student performance goals.
- Assist in developing and implementing a process for preparing an annual School Improvement Plan (SIP). Ensure that the goals address the key areas for student performance and improvement.
- Approve and monitor the SIP to assure that the work outline is being accomplished and it is achieving its goals.
- Inform and engage the Wilson community through surveys and outreach regarding the school improvement goals and the SIP.
- Regularly review and maintain a current school profile.
- Assure that staff development activities support the SIP.
- Support the SIP's implementation by identifying and participating in efforts to acquire new resources to support the SIP.
- Look for opportunities to secure grants for the professional development of teachers and classified employees related to the SIP.

II. Membership, Election and Terms.

A. Membership

The Site Council shall be composed of teachers, parents or guardians of students in the school, the principal and his/her designee, and classified personnel. The council may also include persons identified by the school community as having particular benefit for the school, such as business representatives, community members, students and other district staff. The membership shall be composed of no more than 18 members with representation as follows:

- Not more than half of the members shall be licensed teachers elected by the licensed teaching staff of Wilson.
- Not more than half of the members shall be parents/guardians of Wilson students and elected by the parents/guardians of enrolled students.
- At least one member shall be a classified employee elected by the classified employees of the school.
- One member shall be the Wilson principal or the designee of the principal.
- At least one member will be a business owner or other community representative.
- At least one member will be a student representative.
- Community and student representatives may be recruited for site council membership and approved by consensus of the council members.

B. Term of Office

The term of office of all members, excluding the principal, shall be two years. Half the members should rotate annually. The membership term year starts in August, with elections for the next year no later than June.

C. Vacancies

A position left vacant for any reason shall be filled by election or selection as set forth above in Section II A. Those elected to fill a vacancy will complete the term they are filling. They may then stand for election for a full term.

D. Attendance

The chair shall contact any member who is absent for more than two consecutive meetings or more than four meetings in a school year to discuss the member's continuing interest in the council.

E. Open Meeting Laws

Site council meetings are open and subject to Oregon's Public Meeting Law guidelines.

III. Roles

Council roles shall consist of a chair and recorder. Additional roles may be created and filled by consensus of the council.

A. Chair

The Chair is elected in September by the council for a one year term. The duties include:

- Oversee the operation of the council.
- Represent the council to the school community.
- Establish the meeting agenda in consultation with the council members and principal.
- Facilitate the council meetings.
- Assist the council in following its operational agreements.

B. Recorder

- Record, disseminate and maintain council minutes.
- Maintain all records of the council.

IV. Procedures

A. Meetings.

Meetings shall be held at least once a month during the regular school year as scheduled by the council. Council members agree to:

- Commit to consistent and timely attendance.
- Be honest, supportive, trustworthy, respectful and to value each other's opinions and positions.
- Attempt to reach consensus on all action items.
- Set an agenda for each meeting and clearly state the desired meeting outcomes.
- Commit to beginning and ending meetings on time
- Inform the school secretary if the member cannot attend a meeting
- Review, revise and approve minutes at the beginning of each meeting.

B. Decision Making

- A quorum of the council is necessary to approve any action items. A quorum consists of 50% plus one of the members.
- Council shall use consensus decision making on items requiring action. Consensus means that all council members can support the decision of the council. Members agree that they will not work against any decision made by consensus. The council will utilize the five-finger consensus method to determine if consensus has been reached.

- If consensus cannot be reached after a reasonable time period and good faith efforts, the decision will be made by majority vote.

C. Work Plan

The council will develop an annual work plan at the beginning of the school year which outlines the major tasks to be accomplished during the year.

D. Record Keeping

The council shall keep records of all meetings. Minutes shall be provided to each member and posted on the school bulletin board and web site. Minutes will include decisions, results of action items and a summary of the key outcomes of a discussion. Handouts will be referenced.

V. Amendments

A proposed amendment to these by-laws may be presented to the council in writing at a regularly scheduled meeting where at least 2/3rds of the members are present. The council shall review the by-laws annually.

VI. Compliance

The council shall recognize and observe all laws, regulations, district policies, collective bargaining, and other agreements in its operations.