

Arcadia Site Council Bylaws

Purpose: The purpose of the Arcadia Site Council is to ensure that the individuals who are affected by the outcome of the decisions are provided the opportunity to share in the decision-making process. Staff, administration, students and parents will participate in making decisions concerning the School Improvement Plan, program evaluation, undesignated tax credit donations, and school climate issues. Curriculum decisions remain under the auspices of the Federal Government, the State of Arizona, and the Scottsdale Unified School District. Instructional decisions shall continue to be made in alignment with Arcadia High School and Scottsdale Unified School District goals.

Membership

Membership shall consist of four parents, four certified teachers, one classified employee, one community member (with no students at Arcadia), the current Student Body President and the principal.

Selection of Membership

The principal shall organize a process by which teachers nominate and vote for teacher representatives, parents nominate and vote for parent representatives, and classified personnel nominate and vote for the classified representative, prior to the first Site Council Meeting. The principal will inform the parent community of the parent selection process prior to the vote. The current Student Body President is a defacto.

Tenures & Term Limits

Membership terms for the teacher, classified and parent representatives will be two years on an alternating basis (two in, two out each year for each group). Elected members are eligible for re-election without term limits. The Student Body President shall serve a one year term. Memberships conclude on the last day of the school year for those whose terms are ending.

Positions

The principal will serve as chairperson and facilitator. A Recorder will be selected by Site Council at the first meeting of the school year. The role of Recorder will be to record the minutes of the meeting as relate to the agenda and relevant discussions and actions, and to submit them to the principal in a timely fashion so that they may be publically posted and distributed. A Time-Keeper will be selected to help the meetings run efficiently.

Vacancies

Any elected Site Council member may resign at any time. Vacancies will be filled by the candidate of the like group with the next highest votes per the election that seated the member who is vacating their position. If no such candidate exists or can be determined, vacancies will be filled by members of the like group in a manner consistent with the original selection process, to the greatest extent possible. The principal will determine the process after having gathered input from the membership. Members that fill a vacancy will serve for the remainder of the term they fill.

Community Participation & Agendas

The principal will develop the agenda with input from the Site Council membership. The principal will distribute the agenda to the Site Council membership no later than the Friday prior to the monthly meeting. The principal will also have the agenda publically posted in the front office no later than the Friday prior to the monthly meeting. Meetings are open to the public. As to respect everyone's time, and as no public comment will be scheduled into the agenda, the principal will facilitate allowing and/or limiting public participation in the monthly meetings. Voting will be reserved exclusively for the Site Council membership.

Attendance

In order for the Site Council to function effectively, attendance is required. If a member misses three meetings, the member will be replaced using the procedures accepted for filling vacancies unless the Site Council votes to maintain the member's membership due to extenuating circumstances. In the event of a rare absence, input can be provided via email or other documentable way, or an absent member may participate via a conference call.

Meeting Procedures

The principal will facilitate working through the agenda items. Only action items may be put up for a vote. The principal will call for a motion, a second, and a vote on an action item at his/her discretion once he/she has determined that the points of discussion have been reasonably addressed. Prior to any vote, the principal will facilitate consensus among the membership.

Quorum

A quorum of seven members must be present to conduct business. If a quorum does not exist, any or all discussion items may be discussed, but a vote may not be taken on any action item. Votes may also be conducted via email with the required quorum of seven members or more responses.