

Revised 10-3-2005

MHS SITE BASED COUNCIL

CONSTITUTION AND BY-LAWS

GENERAL INTRODUCTORY STATEMENT CONCERNING SCHOOL COUNCILS

School councils provide a vehicle by which school staff, administrators, students, parents and other interested individuals and groups can be involved in the quality of education and the quality of life of all affected audiences. It is a recognition that decisions made close to the source of implementation of those decisions, and involving as many affected audiences as possible, will be wiser decisions and be supported by the various affected audiences.

While School Councils can have rather broad responsibilities in several significant areas, they also have some significant restraints. Presently, the only legally constituted school group which is held legally responsible for the operation of educational programs is the Governing Board, in this case, the Governing Board of the Tempe Union High School District. School Councils are advisory groups to school staff and to the Governing Board. Therefore, School Councils cannot unilaterally take actions or approve activities which are in conflict with established Governing Board policies or affect other district schools, State policies, State or Federal Program Guidelines, the Education Code, or the Administrative Code. There is a process in place for schools to request a waiver from district policy when appropriate.

Article I – Name

The name of the council shall be the McClintock High School Site Based Council.

Article II – Mission Statement

MHS SBC provides a vehicle by which MHS staff, students, parents and other interested stakeholders are sharing in the decision-making process and in the development and evaluation of school programs. This process will serve to improve the learning environment, quality of education and quality of life at **MHS**.

Article III – Site Based Council Responsibilities

In achieving the general purpose stated above, the McClintock Site Based Council shall have the following responsibilities:

The Council Shall:

1. Become knowledgeable of established Governing Board policies, State or Federal Program Guidelines, the Education Code and/or Administrative Code as they relate to present or proposed programs.
2. Advise and assist the school staff in the development, implementation and analysis of periodic needs assessments of the students at McClintock high School.
3. Advise and assist the school staff in the development of specific programs to meet the identified needs of students at McClintock High School.
4. Advise and assist the school staff in the development of activities or programs Which may improve the existing educational programs at McClintock High School.
5. Advise and assist the school staff in establishing processes for determining and communicating the student expectations of the feeder schools.
6. Advise and assist the school staff in the development of communication vehicles to facilitate communication among students at McClintock High School and between students of feeder schools.
7. Advise and assist the school staff in the development of programs and activities which will promote parent participation in the educational programs of McClintock High School.
8. Serve as a sounding board for interested school and community members to present ideas and suggestions for the improvement of the educational programs at McClintock High School.
9. Advise and assist the school staff in the identification and activation of the human, physical and financial resources of the school and community which can be utilized in meeting the goals and objectives of the educational program of McClintock High School.
10. Advise and assist the school staff in the development of a resource bank or directory of parent and community resources which can be used to improve the educational program at McClintock High School, and to improve the quality of life for all affected audiences.
11. Advise and assist the school staff in the development of specialized training programs for council members, parents and members of the school staff.

Article IV - Membership

The MHS Site Based Council shall consist of 18 members. The membership shall be composed of the following groups:

- a.) *Five* parents
- b.) *Five* teachers
- c.) *One* classified employee
- d.) Four students, *selected by Principal or his/her designee.*
- e.) Two community members (non-parents)
- f.) The school principal

Eligibility for Membership

- a.) Parents – Shall have a student attending MHS during both years of their terms.
- b.) Teachers – Shall be employees of MHS during both years of their terms.
- c.) Classified Employee – Shall be a Classified employees of MHS during both years of their terms.
- d.) Students – Shall be enrolled as students at MHS during their entire term.
- e.) Community Members – Shall reside and/or work within the McClintock High School attendance boundaries. Shall not be parents of current MHS students.
- f.) Principal – Shall be the current principal of MHS.

Article V – Selection of Members

1.) Members shall be selected in the following ways:

- a.) Parents: One selected by the boosters, *four* selected by open application followed by a parent vote at the parent back-to-school night or by absentee ballot in the fall (serve 2 year term).
- b.) Teachers: By election (serve 2 year term).
- c.) Classified Employees: By election (serve 2 year term).
- d.) Students: One selected from each class by student council members from the student council, (serve one-year term).
- e.) Community Members: Two selected by SBC (serve one-year term).

2.) To the extent possible, membership on the SBC should reflect the ethnic demographics of the school. To this end, the principal may appoint up to two additional parents and teachers. Appointed members must be approved by the council by simple majority.

Beginning in the 1995-96 school year, half of the members from each category will be selected to ensure a 50% retention in membership yearly.

Article VI – Meetings

- 1.) Site Based Council meetings shall be held at least once a month when school is in session. Special meetings may be held on the call of a majority of membership and, whenever practical, upon no less than 24 hours notice to each member. Posted agenda dates will be decided by consensus of the council members.
- 2.) Site Based Council meetings shall be open to the public, and school staff members, parents, students, interested individuals in the service area and interested community agency representatives will be encouraged to attend and to share ideas and concerns with the Advisory Council.
- 3.) Facilitator/Recorder: The MHS SBC will not have any elected officers. A facilitator and a recorder will be named at the end of each meeting to manage the next scheduled meeting.
- 4.) Communications: Minutes shall be taken for all SBC meetings by a designed individual. Copies of minutes shall be made available to the booster club, faculty and staff and posted in the school library. Copies of minutes shall also be sent to district office. The school newsletter will contain a current summary of activities and dates of SBC meetings and agenda topics will be posted at the school prior to every meeting.

Article VII – Quorum

A quorum shall consist of ½ of the Council membership + 1 which are present at a meeting.

Article VIII- Committees

1. The Site Based Council shall designate such committees as are deemed necessary to carry out the purposes of the Council.
2. Every committee chairman shall report to the Council the result of the committee investigation of the subjects referred to it. No committee chairman, or committee member shall have power to make public its findings without approval of the Council. All letters, documents and copies of correspondence relating to committee activities shall be the property of the Council.

Article IX – Amendments

Proposals for amendments must be presented at a meeting and voted upon at the next meeting. Approval shall be by a two-thirds (2/3) vote of the total membership.