



Sterling USD 376 Secondary Site Council Bylaws

*Approved by the USD 376 Board of Education
on April 9, 2007*

Name

The name shall be Sterling Secondary School Site Council.

Purpose

The purpose of the Sterling Secondary School Site Council shall be to:

- Provide advice and counsel to the school in evaluating state, school district and school site performance goals and objectives;
- Help determine methods which should be employed by the school to meet the goals and objectives; and
- Provide ongoing support for the students and staff of the school.

Representation and Membership

The Sterling Secondary School Site Council is required by Kansas law to have the following groups represented. Our local Secondary School Site Council has also approved the addition of student (leader) members representing SJHS and SHS:

- | | |
|--------------------------|---|
| • The principal | • Parents of pupils attending the school |
| • Teachers | • The business community |
| • Other school personnel | • Other community groups and/or individuals |

Selection Procedures

New council members shall be identified by the building administrator and a search committee comprised of current members (as needed), who shall recommend their appointment to the superintendent and board of education. The board shall approve all appointments. The search for new members, who should represent the diversity of the district population, will take place in the spring of the academic year, recognizing new members for recommendation to the BOE in April.

Terms of Service

While no limit shall be set on the number of terms a member may serve, nor the length of those terms, it is expected that site council members fulfill their term through the current academic year.

Membership on the council shall terminate when a member:

- No longer has a child enrolled in the school or no longer lives in the school attendance area (parent position only);
- No longer holds a teaching position at the school (teaching position only);
- No longer holds the principal's position at the school (principal position only);
- Has missed 2 consecutive meetings without proper notice to the chair; or
- Submits a letter of resignation to the chair.

If a vacancy exists, the chair (or principal) shall recommend an appropriate representative to the board. If approved, the person shall finish the remainder of the term. If the recommendation is not approved by the board, the board may direct the superintendent, the council chair, or a building principal to present another recommendation.

Officers

The officers of the Sterling Secondary Site Council shall consist of a chair, vice chair, and secretary. The officers shall be elected annually by the council membership at the final meeting of each academic year.

Duties of Officers

The chair shall preside at all meetings and have general supervision of the council's activities. The chair shall work with the principal in planning and directing the council's activities.

The chair, in consultation with the principal, shall prepare an agenda for all council meetings and arrange for the agenda to be delivered to each member at least 3 days before each meeting. The vice chair shall exercise all functions in the absence of the chair and assist the chair as needed.

The secretary is responsible for:

- Keeping an account of the proceedings and transactions of all council meetings;
- Providing a copy of the minutes to council members and the clerk of the board within 7 days of each meeting;
- Preparing any official correspondence the chair may request;
- Maintaining a council file in the school's administrative offices containing copies of all minutes, council correspondence, the annual school report and the current council guidelines; and
- Maintaining a list of council members with current contact information, including email addresses.

Meetings

The council shall meet monthly at the secondary school on/at pre-determined dates and times. Special meetings may be called by the chair or vice chair as long as all council members are notified of the meeting at least two days in advance and notice of the meeting is given to those who have requested notice of council meetings.

The first council meeting of the academic year shall be called in August.

All council meetings are open to the public, and members of the public shall be encouraged to attend. Persons desiring to speak at a council meeting may request to be put on the agenda no later than 7 days before the meeting date.

Reports

The council shall report to the board one time per year. Reports shall be written and filed with the clerk of the board. The board may invite some or all of the members to discuss the reports. After the board accepts each report, copies shall be shared with the principal and staff.

The council shall report to the Kansas State Board of Education if required.

Legal Duties

Site councils shall not have any of the powers and duties reserved by law or regulation to the school board. Site councils shall comply with all applicable conditions of the *Kansas Open Meetings Act* and the *Kansas Open Records Act*.

Training

An orientation session that includes information about council roles, responsibilities and functions, as well as information on school and local policies and procedures, shall be held annually for all council members. Council members should attend training workshops sponsored by the district and, if the board approves, are encouraged to attend training sessions sponsored by other agencies. Training expenses shall be paid by the board.

Amendments

The guidelines shall be reviewed annually; any recommended changes approved at a council meeting shall be forwarded to the superintendent. The superintendent shall consult with the board president on when to place the recommended changes on a regular board meeting agenda. If the recommended changes are approved by the board, they shall become effective immediately and shall be filed with the clerk.