

LOS COYOTES MIDDLE SCHOOL
School Site Council
By-Laws

Statement of Purpose

The purpose of the Los Coyotes School Site Council (SSC) is to use expertise and support to increase student achievement by:

- Providing decisions regarding student achievement
- Providing better services and programs for students
- Building capacity at the site level
- Increasing staff morale

SCOPE

The SSC will make decisions in the areas of:

- Personnel selection
- Budget

They may also elect to make decisions in the areas of:

- Reform models
- Site staff development
- Scheduling within the school day
- Attendance and discipline (policies must be reviewed every 4 years)

Membership

Parents of students or community members, students, and employees of Los Coyotes Middle School are eligible for membership on the SSC.

The council will have twelve (12) members, with school staff comprising 50% of the team and an equal number of parents and students comprising the other 50%. More than half of the staff members will be classroom teachers. The members will include three (3) parents, three (3) students, the principal, one (1) other school staff, and four (4) classroom teachers.

All staff members will serve a term of two years. Staff members will be elected to the SSC by September 30th. Staff members may not be elected to serve two consecutive full terms except in the event that there are no new candidates for the positions. If that occurs, a member whose term has expired may have his or her name placed on the ballot. (Assuming that completing another member's term does not constitute a full term.

Parent elections will take place on a yearly basis by September 30th. Parents are elected to serve a one year term with the option to remain on for a voluntary second year.

Parents may not serve a second consecutive term except in the event that there are insufficient nominations (fewer than 3 names on the ballot). If that occurs, a member whose term has expired may have his or her name added to the ballot. Parents may also nominate and elect a community member (who is not an employee of LCMS) to fill one or more of the parent slots.

By June 1st each year, three (3) students will be elected to a one-year term. Students will run on a ballot along with the other ASB offices.

All council members will be nominated and elected by their peer group (parents by parents, certificated by certificated, and other by other).

If any member of the SSC resigns or vacates a position, the SSC will appoint a new member from interested volunteers to serve the balance of the unexpired term. A member may resign at any time, or a position may be declared vacated when a third meeting is not attended in a school year.

Roles and Responsibilities

Facilitator

The council members will select a facilitator who will serve as a non-voting participant. In May of each year, the SSC will poll stakeholders for interest. The SSC will then meet and select a facilitator from interested candidates. In the event no stakeholders express an interest in this position, the Assistant Principal/Dean will serve as the facilitator. In August the facilitator will:

- Calendar all meetings for the year
- Arrange for a meeting site for each meeting
- Arrange for subs, if necessary, with the school secretary

Prior to each meeting the facilitator will be responsible for:

- Checking the suggestion box
- Creating an agenda
- Posting the agenda in the staff lounge and on the outside parent information board 72 hours before the meeting
- Notifying all concerned parties
- Providing necessary materials

Secretary

A secretary will be appointed by the SSC to take notes during the meetings and to reproduce the minutes which will be shared with stakeholders and copies sent to the Area Administrator and Assistant Superintendent of Educational Services.

Members at Large

All members will be responsible for gathering input from their peer group of stakeholders, reporting back to these stakeholders, and representing them on the council.

At their first meeting members will be asked to assume additional responsibilities as needed or appropriate. (For example, a member may assume the role of Parliamentarian. This person would refer to the plan as needed to ensure that all decisions support the goals of the school plan.)

Ed Code Responsibilities

Per NLMUSD shared decision making guidelines, the SSC is charged with developing the school plan and site categorical/renewal budget as well as overseeing the implementation of the plan and the evaluation of the instructional program. All members at large will participate in this process.

General Timeline:

- September/October – Review of Data, School Plan and initial budget
- November/December – Approval of budget, School Plan, and Renewal Plan
- January/February - Evaluate school programs, discuss modifications to plan and budget
- March/April – Develop initial budget for next year, identify needed changes, student handbook
- May – Final adjustments to budget for next year

Rules for Choosing Interview Panels

An interview panel will be assembled for each interview. The panel will consist of at least five people – ideally with at least one representative from each stakeholder group – with first opportunity given to SSC members. The invitation to participate will be offered in turn to SSC members (and in turn to other staff, parents, and students when pulling from outside SSC). Any area may decline to have a representative present. Only one member from each household may serve on any interview panel.

Organizational Matters/Meetings

The SSC will meet a minimum of five (5) times per year.

All meeting agendas will be posted 72 hours prior to the meeting.

All agendas include:

- Introduction of any visitors and/or new members
- Approval of previous minutes
- Preview agenda
- Budget
- Committee Reports of Scope Areas
- Old business
- New business/other
- Agenda items for next meeting

Input from stakeholders can be shared with a council member or placed in the SSC suggestion envelope in staff lounge or given to office personnel via phone calls or e-mail.

A quorum of seven (7) members must be present to make decisions. Without a quorum present, the SSC can discuss business, but no action can be taken.

The SSC may develop committees aligned with the scope areas. Each year stakeholders may sign up to serve on one or more standing committee. Sign ups for staff members will take place in June and for parents and students in September. The SSC will select or appoint ad hoc committees as appropriate.

The SSC may request that a committee:

- Gather data for review by stakeholders and/or SSC
- Present a proposal to stakeholders for consensus

Under special circumstances the SSC may charge a committee with making a final decision (i.e. hiring of personnel).

At the September meeting the SSC will set a date, time, and place for all general meetings during the ensuing school year.

An emergency meeting may be requested by a member of the SSC. The facilitator will make arrangements as appropriate.

Meetings of the SSC may be canceled for emergencies or lack of a quorum.

Decisions

Consensus shall be the means of making a decision. Implied with the term consensus is an agreement to support the decision. For the purpose of shared decision making in the NLMUSD, consensus is defined as 75-100% agreement.

All decisions will be made in accordance with the dictates of legal agreements made with the school district and any state laws governing the area of discussion.

All members of the SSC have an equal say in the decision making process.

A notice of meetings, agendas, personal contact with stakeholders, and other forms of communication will be used to inform all stakeholders and to provide opportunities for input. All information concerning decisions of the SSC will be available to all stakeholders. Minutes will be published in a timely manner following each meeting. Action items will be addressed in the weekly staff bulletin. Copies of the minutes will be posted in the staff lounge and on the parent information board.

In keeping with our purpose, all decisions of the SSC must address student achievement and relate to one or more of the scope areas.

Amendments to the By-Laws

The bylaws for Shared Decision Making Council may be amended according to the following:

1. The by-laws may be set aside for a special procedural matters pursuant to consensus of the SSC.
2. Changes in the by-laws may be proposed at general SSC meetings.
3. Once a change in the by-laws has been proposed, it must be provided in writing to all members of the SSC prior to the next general SSC meeting.
4. A proposed by-law may be adopted by consensus of the SSC.

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Reviewed- 2017-2018 school year