

# JFK SITE COUNCIL BY LAWS

## ARTICLE 1: NAME OF ORGANIZATION

The administrative organization shall be known as JFK Site Council.

## ARTICLE 2: PURPOSE AND POWERS

Statement of Purpose:

JFK Site Council is designed to allow a broader base of discussion and information sharing among parents, administrators, community members, students and staff in the strategic (long-term with a vision) decision making and operational (short-term action planning) decision making that takes place at the building level. It is expected that this broader based dialogue will permit and encourage the various human elements of our school's educational community to work more cooperatively and positively together with the end result being improved quality and quantity of instructional programs being experienced by the students of John F. Kennedy High School.

The School Site Council's Duties Could Include the Following Areas:

1. Student Experiences – including organization of curricular, instructional and assessment activities; methods of grouping students for instruction, systems of rewards and consequences for academic work; discipline procedures, school sponsored support for student activities outside instruction; and parental involvement.
2. Professional Life of Staff – including growth and development; but excluding any disciplinary or sensitive personnel matters.
3. School Governance, Management, and Leadership – working with accountability and identifying a process for continuous improvement.
4. Implementation and coordination of current legislative reform acts.

## ARTICLE 3: MEMBERSHIP AND TERMS OF MEMBERSHIP

JFK Site Council Membership:

The JFK Site Council shall make progress towards establishing membership as outlined in the Oregon School Reform Act.

Composition:

- Classified staff – 1
- Certified staff – 3
- Parents of JFK student(s) – 2
- Community member – 1
- Students elected by ASB – 2
- Principal – 1

Selection Process:

1. The administrator is the principal or his/her designee.
2. Teachers:
  - a. May self-nominate or nominate a faculty member.
  - b. Nominees have the right to decline.

- c. A teacher general election, by secret ballot will determine the teacher council members.
- 3. Classified employees:
  - a. May self-nominate or nominate a classified employee.
  - b. Nominees have the right to decline
  - c. A classified general election, by secret ballot will determine the classified council member on said committee.
- 4. Parents, community members, and students will be selected by an election process of their individual peers. Parent representative may not be a certified staff member at Kennedy High School.

Term of Office:

- 1. Each teaching member would be elected to a two-year term. A member can serve two consecutive terms.
- 2. Local school committee members, business representatives, classified representatives and members of the community shall serve a two-year term.
- 3. Students shall serve a one-year term.
- 4. Any position left vacant for any reason shall be filled through election by the current Site Council.
- 5. Site Council members who fail to perform duties outlined will be subject to removal by a two-thirds vote of the Site Council.

ARTICLE 4: MEMBERS AND THEIR DUTIES

The Chairperson:

The Chairperson shall be elected from the Site Council, excluding the administrative representative. The Chair shall be the convener of the meetings and shall be responsible for the agendas of the meetings. His/her term shall be one-year.

The Secretary:

The Secretary will take accurate notes and distribute them to the members of the council. The secretary will also be responsible for taking roll and publishing the minutes.

The Principal:

The Principal shall call the initial yearly meeting of the group and arrange for a meeting place, typed minutes and other items that from time-to-time may be needed by the Council.

ARTICLE 5: MEETINGS

- 1. Site Council members shall meet at least once a month during the school year. A quorum of one more than half of the membership must be present to conduct business.
- 2. The Site Council members shall be free to discuss and make recommendations related to all needs of the building's programs and all means of improving the educational climate for students and staff.
- 3. Other groups such as the ad hoc committees and the support groups meet around definite issues with finite timelines. These are designed by the members who volunteer for service.
- 4. Decisions will be made by consensus of the members present at each meeting.
- 5. Voting privileges are held only by the actual members of the JFK Site Council or their designee.

#### ARTICLE 6: EVALUATIONS

At the end of the year the Site Council will review the progress that was made towards the goals established in the School Improvement Plan.

Evaluation of the process for continuous improvement will be carried out at least annually. Subjective surveys as well as specific performance criteria will be included in the evaluation.

#### ARTICLE 7: AMENDMENTS

1. All articles and sections of this document are subject to amendment.
2. A two-thirds majority vote of the general staff membership shall be required to ratify an amendment to this document.