CHAPARRAL HIGH SCHOOL
SITE-COUNCIL BYLAWS
2022-2023

Article I Name

The name of the school council shall be Chaparral High School Site Council.

Article II Purpose

The primary purpose of Site Council is to provide stakeholders involvement in a governance system and ensure student learning and achievement through quality teaching and learning. The objective is to monitor the implementation of the school-wide goals and to advise the Principal in the following areas as they align to the plan:

- Assessing strengths and needs
- Developing and reviewing the annual Continuous Improvement Plan (ClP)
- Monitoring progress toward goal achievement
- Reporting annually to the school community on achievements met
- Other duties as authorized by the Governing Board.

Article III Philosophy

The philosophy of this organization is to enhance the educational process by:

1. Ensuring all learners at Chaparral High School reach their full potential.
    a. The SUSD and CHS community are committed to these Core Values:
        - Be responsive and effective through open and regular communication
        - Remain student-focused both fiscally and instructionally
        - Be humble and use data for continuous improvement
        - Promote integrity, accountability, rigor, and a growth mindset
    b. The SUSD and CHS strategic anchors for the CIP are centered on:
        - Accountability for teaching and learning
        - Creating a culture of successful learners
        - Courage to learn through challenges and make the necessary adjustments
2. Representing the combined interests and concerns of the students, staff, parents, and community.

Article III Membership & Officers

Members of Site Council shall represent the community, the school, and the students.

- The Principal is the Chairperson unless another person is elected by the majority of the Site Council members. The Council can vote to have Co-Chairpersons consisting of the Principal and another member.
- Two (2) Certified Employees
- One (1) Counselor
- Three (3) Parents of students attending the school
  One (1) of the Parents must be a member of CHAPTS
- One (1) Non-certificated employee
- One (1) Community member
- One (1) Student Government representative

The term of the office will be two years. Members may be appointed for another two-year term. Composition of the committee will reflect, whenever possible, the racial/ethnic composition of the community.

The term of the student members will be one (1) year. Student members may be reappointed if all qualifications are met.

The membership year will be from July to June. When a parent position becomes vacant, CHAPTS will appoint a person of like representation to fill the unexpired term.

Additional members may be appointed by the Principal with a majority vote of the committee, providing the number of certified employees and parents/guardians of pupils enrolled at the school remain equal.

Elected officers shall be the Chairperson, Secretary, and Treasurer. At the first regular meeting in the fall, the council will elect the Secretary and Treasurer.

The responsibilities of the Chairperson(s) shall include but are not limited to:

- Notifying members of the meetings
- Establishing the meeting agenda
- Conducting meetings
- Facilitating work of the Site Council
- Ensuring that the Site Council is consulted regarding the Continuous Improvement Plan (CIP).

The responsibilities of the Secretary shall include but not limited to:

- Keep a current roster of all members and attendance
- Record and prepare minutes of the proceedings
- Other duties as needed by the Site Council

The responsibilities of the Treasure shall include but not limited to:

- Keep an accounting record of the non-designated CHS tax-credit account
- Record expenditures per the Site Council's approval
- Other duties as needed by the Site Council

Each member is entitled to one (1) vote. Only Site Council members have the right to vote.

Article IV Meetings

A minimum of five (5) meetings shall be held during the school calendar year. A quorum is defined as the majority of members, and at least one representative from each of the following stakeholder groups: parents/guardians, teachers and students. Most votes shall be by verbal response and will include official members as well as alternates. Should formal balloting be required, official members shall have one (1) vote each.

The Principal will:

- set meeting dates at the beginning of the school year.
- call special meetings and cancel future meetings when necessary.
- provide notice of changes in meeting dates and times
    - Meeting notices must be posted in three (3) different locations and be available for students and parents on the school website.
    - Meetings are open to the public.

The current edition of Roberts Rules of Order shall be the authority of parliamentary law in meetings.

Article V Records

Minutes shall be recorded, corrected, and distributed at each meeting of the Site Council. The Site Council Secretary will take the minutes at the meeting. Copies of the minutes shall be distributed to all members of Site Council and posted on the school website.

Article VI Accountability and Decision-Making

1. It will be noted that the spirit of Site Council is to reach a consensus. When consensus cannot be reached, the council will vote. The final decision will always rest with the principal.
2. The accountability and responsibility for any decisions and actions taken as a result of advice from Site Council shall be the sole responsibility of the principal.
3. Site Council will make recommendations for school improvement when appropriate.

Article VII Education

1. A brief orientation program shall be provided during the first meeting of the year.
2. Ongoing education programs shall be provided on identified needs and requests.
3. Members will be provided a copy of the by-laws at the beginning of each school year.

Article VIII By-Laws Protocol

1. Site Council shall develop policies and procedures as necessary. These may include, but are not limited to, the establishment of annual objectives and the monitoring of such.
2. These by-laws may be amended after the submission of the proposed amendment at a meeting. To be adopted, an amendment shall require a two-thirds (2/3) vote of the members present.
3. These by-laws shall be adopted annually by a majority vote of the membership at the first meeting of the year.

2022-2023 Members:

David Isenberg (year 3)Megan Mayer (year 1)
Debra Roumas (year 1)
Michael Verlardi (year 3)
Brad Goddess (year 2)
Natalie Wendelken (year 1)
Betsy Fisher-Pai (CHAPTs)
Pamela Gleason (Secretary)
Joshua Pantier (Principal)