

Desert Canyon Elementary School Site Council By-Laws

2022-2023



Desert Canyon Elementary School

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Scottsdale, AZ 85254

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The Mission Statement of the DCES Site Council is the Mission Statement of the Scottsdale Unified School District –

“To deliver a world-class education promoting the highest level of academic achievement, creativity and personal growth that will inspire greatness in today’s students and tomorrow’s leaders.”

Along with the Mission Statement of Desert Canyon Elementary –

“Empower every student to be a lifelong learner and responsible citizen in our global community.

Article II

Purpose

Site Based Shared Decision Making (SBSDM) is a process where school personnel, faculty, parents and community members share in a decision making process to promote academic and general school improvements according to District goals and standards. Please share your thoughts with us at any time to foster a positive learning environment at Desert Canyon Elementary School.

The primary method for making site based decisions is reaching consensus. In addition, decisions must be in accord with legal requirements, board policies, the Teacher Personnel Policy Agreement and district guidelines.

Article III

Membership

- A. The DCES Site Council shall be comprised of (11) members composed of the following categories:
 1. Four (4) teachers chosen by the teaching staff for representation from grades K/1, 2/3, 4/5, and special areas.
 2. Four (4) parents nominated by the Site Council parent representatives, PTO Board Members or DCES Teachers and elected by a majority of the Site Council Parent representatives. Notice of vacancies will be published in the Principal’s letter, on the DCES website, PTO email blast and PTO website. Nomination forms will be available from the school office. Elections will take place in a closed-door session with only parent representatives present and voting. A majority vote is necessary for elections. Parent representatives may not be employees of Desert Canyon Elementary School.

Kindergarten/Grade 1

- Parent representatives, at the beginning of their term, will have a student at either of the two grades that they are representing.

Grade 2/Grade 3

- Parent representatives, at the beginning of their term, will have a student at either of the two grades that they are representing.

Grade 4/Grade 5

- Parent representatives, at the beginning of their term, will have a student at either of the two grades that they are representing.
- To fulfill their two-year term a newly selected fifth grade parent must also have a younger student attending DCES.

Parent-at-Large

Parent Representative, at the beginning of their term, will have a student who will be at DCES for their two-year commitment.

3. One (1) Community at Large member (nonparent) who lives or works in the Desert Mountain Learning Community attendance area. Representative may not be a DCES parent.
4. One (1) classified employee chosen by the schools' classified employees.
5. One (1) school Principal.
6. The Principal will serve as chair and appoint a secretary unless another member is selected by the Site Council to serve in these roles.

- B. Terms of office are for two years and expire on June 30th according to the following schedule:

Principal shall have discretion to appoint teacher representatives in accordance with the needs of the students and school.

C. Resignation

A member may resign at any time by giving written notice to the Site Council. Unless otherwise specified in such written notice, the resignation shall take place upon receipt of the notice by the Site Council. Parent Representatives terms will begin on July 1st. Vacancies that become available shall be filled for the remainder of the unexpired term.

D. Removal

Any member of the Site council may be removed by a two-thirds vote of the group at any regular or special meeting.

E. Vacancies

Vacancies will be filled by the group represented for the vacant position in the same manner that new members are chosen when terms expire. Vacancies will be filled for the remainder of the unexpired term.

F. Roles

Site Council member' roles and responsibilities will be established at the first meeting of the school year.

Article IV

Meetings

- A. The first meeting of the fiscal year, shall be called by the Chairperson. At the last meeting of the fiscal year, the Site Council shall set the schedule for all regular meetings that will be held during the next fiscal year. The meeting schedule will be published in the school newsletter and on the school website. The meeting agenda and minutes will be posted on the DCES website, as well as kept in the Site Council notebook in the school's front office.
- B. Any member of the Site council may request an item on the agenda by giving it in writing to the Chairperson no later than one week prior to the regularly scheduled meeting.
- C. Meetings shall be open to the public. The chairperson shall be in control of the meeting. Discussion and voting are limited to Site Council members. The chairperson may extend an invitation to an outside guest concerning topics related to Site Council purpose.
- D. An attempt will be made to reach decisions by consensus. Consensus is reached when all members of the Site council agree that they can abide with the decision. If a decision cannot be reached through consensus, a quorum is a majority of the represented members. At times, the chairperson may call for a vote on an issue. A majority vote of the members present will be necessary to make a decision through the voting process if a consensus is not reached.
- E. A special meeting may be called by the chairperson. Notice of the special meeting will be posted as far in advance as possible in the Site Council notebook kept in the front office as well as the Site Council page on the website.
- F. Site Council will operate in an open, public forum but reserves the right to convene executive sessions for highly sensitive matters where public disclosure would be imprudent.

Article V

Fiscal Year

The fiscal year begins on July 1 of each year and ends the following June 30.

Article VI**Amendments**

These by-laws may be amended by consensus of the Site Council

Article VII**Ratification**

These by-laws will be ratified by consensus of the Site Council annually.