

# Redwood Site Council BYLAWS

(Revised 9/20/17)

## ARTICLE I

### Purpose

#### **Section I Mission:**

- 1.1.1. The Redwood High School Site Council promotes empathy, kindness, and respect for oneself and others, fosters a safe environment that values both personal and academic goals, celebrates individuality, and cultivates tolerance and inclusiveness.

#### **Section II Goals:**

- 1.2.1 Determine annual school-wide objectives which will focus and help define school efforts.
- 1.2.2 Increase communication, cooperation and participation among staff, students, parents, district office, and community.
- 1.2.3 Provide a forum to explore and share educational ideas.
- 1.2.4 Develop, and annually revise, a three-year school improvement plan; to initiate and establish policies and procedures to support the implementation of the Three Year Plan.
- 1.2.5 Develop and oversee a budget process that supports multi-year financial planning.
- 1.2.6 Determine use of Instructional Improvement funds to meet school goals.

## ARTICLE II

### Membership

#### **Section I Membership:**

- 2.1.1 The Site Council is composed of 16 members consisting of the following representatives:

- 1 Administrator – Principal or designee;
- 5 Certificated – Elected by certificated employees;
- 2 Classified – Elected by classified employees;
- 4 Parents – Elected from the entire school parent community;
- 4 Students – Elected through student general election

**Section II Role and Responsibility:**

- 2.2.1 Attend all meetings; communicate to Site Council Chair when you cannot attend.
- 2.2.2 Contribute ideas, resources, time and effort to support the work of the Redwood Site Council.
- 2.2.3 Communicate back to representative groups.

**Section III Term of Office:**

- 2.3.1 Staff and parent members serve two-year terms. No staff member or parent shall serve more than two consecutive terms. Classified members serve one-year terms according to the terms of the CSEA contract.
- 2.3.2 Students will serve one year terms and may be re-elected. Parent and teacher terms may be staggered.

**ARTICLE III**

**Meetings**

**Section I General Meetings:**

- 3.1.1 The Site Council will meet twice a month at a consistent, agreed-upon day and time.
- 3.1.2 A modified version of Robert's Rules shall be the governance model except as amended by 2/3 vote of the quorum of the Site Council members.
- 3.1.3 Nine members constitute a quorum. No action may be taken without a quorum present.
- 3.1.4 The administrative representative will act as chair to provide resources and/or run the meetings. Agendas will be distributed to members and posted in a public place at school at least 24 hours before each meeting.

- 3.1.5 Minutes shall be distributed to all staff and Site Council members, Redwood Post and other governing bodies in a timely manner.
- 3.1.6 A specific motion is necessary before discussion or action on an action item.
- 3.1.7 Decisions will be made by consensus. When consensus cannot be reached, a 2/3 majority of the quorum of the Site Council members will be required to pass any motion. There will be no proxy voting.
- 3.1.8 At the beginning of each meeting, the Redwood Site Council will approve as accurate the minutes of its previous meeting.

## **ARTICLE IV**

### **Amendments**

The bylaws may be amended or changed by a 2/3 vote of the membership, provided notice of the proposed change or amendment has been announced at the previous meeting.