Desert Canyon Middle School
Site Council

By-Laws

2024-2025



Desert Canyon Middle School
10203 E. McDowell Mtn. Ranch Rd.
Scottsdale, Arizona 85255

Article I Mission Statement

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

"Our mission is to deliver a world-class education promoting the highest level of academic creativity and personal growth to inspire greatness in the leaders of today and tomorrow."

Article II Purpose

Site Based Shared Decision Making (SBSDM) is a blending of site-based management and shared decision-making, a process by which individuals affected by and responsible for implementing the decisions share in making the decisions. SBSDM is a process to enable effective instructional and curricular improvements that promote the District mission/goal statements and meet the unique learning needs of the students served. Representatives on the SBSDM (e.g. Site Council) are school personnel, faculty, and parents.

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.

The school council shall follow regulations promulgated by the SUSD Governing Board. The authority extended to the school council is to:

A. Provide input to the design of curricular and instructional strategy/enrichment models that promote the District's mission/goals statement.
B. Determine how tax credit contributions that are not designated for a specific purpose are used at the school site.
C. Provide input on matters that support the school's continuous improvement plan.

Article III Membership

A. The DCMS Site Council shall be comprised of (10) members composed of the following categories:

1. Four (4) teachers chosen by the teaching staff for representation from grades 6, 7, 8 and special areas.

2. Four (4) parents nominated by the Site Council Parent Representatives or PTO Board Members and elected by the entire Site Council committee. Parent Representatives may not be employees of Desert Canyon Middle School (but may be employed elsewhere in the District)

Grade 6

- Parent representative, **at the beginning of their term**, will have a student entering or currently in the grade that they are representing.

Grade 7

- Parent representative, **at the beginning of their term**, will have a student entering or currently in the grade that they are representing.

Grade 8

- Parent representative, **at the beginning of their term**, will have a student entering or currently in the grade they are representing **AND must have an incoming 6th or 7th grader.**

Parent at Large

- Parent representative, **at the beginning of their term**, will have a student who will be at DCMS for their two-year commitment. This parent will also serve as the School Tax Credit Liaison, responsible for promoting District-provided School Tax Credit information.

- **In the absence of grade-specific nominees, nominations will be accepted and considered from any parent who will have a student at DCMS for the two-year term.**

3. One (1) classified employee chosen by the schools' classified employees.

4. One (1) school principal.

5. One (1) school assistant principal

6. A community member (non-parent) may be nominated by any Site Council member and elected by majority vote. *Note that Parents and teachers must always represent a majority of Site Council members.*

7. The Principal will serve as Chair and appoint a Secretary unless another member is chosen by the Site Council to serve in these roles.

B. Terms of office are for two years; they begin on July 1 and expire on June 30.

C. Resignations

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. Vacancies that become available through resignation may be filled for the remainder of the unexpired term through the same manner in which they were originally elected or selected.

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. Vacancies that become available through removal may be filled for the

remainder of the unexpired term through the same manner in which they were originally elected or selected.

E. Vacancies due to Expired Terms

Parent, teacher, and classified representative terms will begin on July 1.

2. Classified representatives will be appointed by the Principal.

3. Teacher representatives will be chosen by the DCMS faculty.

4. Community Member representatives will be nominated by any member of the Site Council and elected by majority vote of the Site Council.

5. Parent representatives will be nominated by current Parent representatives or current PTO Board members. Notice of nominations will be posted at least three weeks prior to the last meeting of the year in the following locations: School website, PTO newsletter, and PTO website.

6. Site Council members will vote on Parent Representatives and Community Representatives **at the first meeting** of the school year. Notifications will be sent to those parents and community members who were elected to serve and to those parents and community members who were not elected to serve.

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 schedule as well as agenda and minutes will be posted the Site Council notebook kept in the school's front office.

B. Meetings will be held quarterly unless additional meeting are needed. A copy of a calendar will be provided during the first fiscal meeting.

C. Any member of the Site Council may request an item on the agenda by giving it in writing to the Chairperson or Secretary no later than one week prior to the regularly scheduled meeting.

D. The Chairperson shall be in control of the meeting. Discussion and voting are limited to Site Council members. The Chairperson will consider requests to attend meetings by outside guests concerning topics related to Site Council purpose. Any outside guest must first make a request to their grade level representative who will, in turn, present this request to the Chairperson. If it is deemed that the guest, in good faith, wishes to discuss a topic related to Site Council purpose, the request will be granted and the Chairperson will extend an invitation to attend.

E. 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 of the Site Council must be present in order to take action. 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 consensus cannot be reached.

F. A special meeting may be called by the Chairperson. Notice of special meeting will be posted as far in advance as possible in the Site Council notebook kept in the front office. The agenda and minutes will be kept and made available for viewing, upon request, in the school office.

Article V Fiscal Year

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

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.

Signature(s):

_____	_____
Chairperson	Date
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Committee Member	Date
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