



**CHEYENNE TRADITIONAL SCHOOL**  
**SITE BASED DECISION MAKING TEAM**

**BYLAWS**

**Purpose**

The purpose of the Cheyenne Site Council is to ensure that individuals are provided the opportunity to share in the decision-making process. The Site Council supports Cheyenne's vision, mission, and cornerstones, and monitors the school's continuous improvement plan (CIP) with focus on student achievement and school climate.

**Membership**

- The school council shall be composed of:
  - Principal
  - Assistant Principal
  - 3 teachers, serving alternating 2-year terms
  - 3 parents, not employed by the SUSD, 2 elected on alternating 2-year terms and one PTO Executive Board Officer elected by the PTO Executive Board annually (not to exceed 2 years)
  - 1 classified staff representative
- The term of office for each representative will be two years, unless otherwise stated.
- Site Council members will conduct themselves responsibly with integrity, honesty and with respect for others and their opinions.
- Members shall work collaboratively in the process.
- Any 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 will be filled in the same manner that new members are chosen when the terms expire.
- Vacancies will be filled for the remainder of the expiring term.

**Site Council Year**

- The year shall begin July 1<sup>st</sup> and end June 31<sup>st</sup>.



### **Officers and their Election**

- The chairperson will be the principal, who will be a non-voting member.
- Each year, the Site Council will appoint a secretary. This term will be for one year.
- A minimum of 2 representatives from the current Site Council will chair the election process each year.
- The election process will be:
  - Creating a timeline for the elections
  - Notifying the community of openings on the Council
  - Gathering the nominations
  - Announcing candidates and creating the ballots
  - Parents will vote for parents through signing for ballots
  - Staff members will vote for staff members through signing for ballots
  - Counting and accounting for the ballots by the elections committee

### **Election Committee**

The election committee will consist of at least two people from the current Site Council Committee. A member from the current Site Council will chair the election process each year. The process is:

1. Establish a timeline
2. Notice goes out to community of openings
3. Gather nominees
4. Announce candidates
5. Staff votes for staff (teacher and/or classified), parents vote for parents.
6. A ballot will be used for the voting for parents, classified and teachers (After they have signed to receive their ballot, parents are issued one ballot per family).
7. Ballots are counted/tallied by the election committee.

### **Duties of Officers and Members**

- The chairperson shall prepare the agenda and preside at all meetings.
- The group may assign other duties and responsibilities as necessary.



- The secretary shall record the minutes of all meetings and provide copies to Cheyenne staff, PTO President and members of the site-based group.
- A Copy of all meeting minutes and corresponding agendas will be maintained in the office and be made available for viewing upon request.
- A member will lose their place on site council if he/she misses three meetings.

### **Rules**

- The group may adopt certain rules as needed to supplement the bylaws, provided they are in accordance with Scottsdale district, federal, state, and local laws.
- A procedure and policy manual shall be maintained and updated as needed.
- All meetings of the Cheyenne Site Council are open for observation.

### **General Procedures**

- Agenda items should be provided to the Principal in advance of meeting date.
- Agendas will be posted on the web site and be available on request in the office.
- Notice of meetings, additional meetings and change in meetings will be posted in the weekly Newsletter, the calendar, and on the website.
- All concerns regarding the site improvement plan should be communicated to the appropriate representative (ie: teacher to teacher, parent to parent, and PTO to PTO).

### **Committees:**

- The Cheyenne Site Council may create standing committees/ action teams, as it may deem necessary to promote and carry on the work of the team and its decisions.
- The chairperson of the committee will file minutes with the Site Council secretary.
- The Cheyenne Site Council recognizes the additional following SUSD committees:
  - Technology
  - Intervention Planning Team (I.P.T.)
  - Liaison
  - Effective Schools

### **Meetings**

- There shall be a minimum of one meeting per quarter during the school year.
- The Principal determines dates and times.



- The Principal or a majority of the members may call special meetings.

### **Decision Making**

- The group will be responsible for making recommendations to the administration.
- Consensus will be the decision-making model.
- When the Cheyenne Site Council cannot reach consensus, the procedure or issue being discussed will not be changed or put into effect.
- Five members will constitute a quorum.

### **Site Based Group Responsibilities**

- Comply with district site based shared decision-making guidelines.
- Review and present the Site Improvement Plan (S.I.P.).
- The Site Improvement Plan is to be shared with faculty and parents at the beginning of each school year.
- Coordinate committee decision and activities.
- Provide input to administration.
- Provide recommendations regarding the Cheyenne Uniform Standard of Dress policy.
- Approve non-designated tax credit money.