Southwest High School
Site Council Governance Standards and Protocols
Updated: June 2025

I. VISION:

Southwest High School is an IB World School of excellence for students from all backgrounds.

II. PURPOSE AND ROLE

Site Council is a group of staff, caregivers, students, and community members who serve in an advisory role, providing support and guidance to the Southwest High School administrative team. We work on behalf of Southwest's common good and are responsible for supporting and promoting equity within our school community. Members focus their efforts in three areas:

1. **Guidance:** Site Council fulfills the district mandate for a caregiver-teacher advisory/governance group and acts on specific initiatives required by the district, as directed by Southwest's administrative leadership. Advise on the use of the school budget to support SIP, FEP, and culture and climate goals.
2. **Communication:** Site Council communicates with Southwest families about the mission, values, and practices of the school. They support the school's vision by being the eyes and ears of the Southwest community. Site Council helps build working partnerships among the faculty, administration, and families.
3. **Action/Constituency Feedback:** Site Council members are encouraged to actively solicit feedback from their constituencies regarding the entire spectrum of their experiences at the school.

The School Site Council does not have the authority to make decisions that are not specifically delegated to it, nor may it make decisions that are contrary to the goals and the policies of the Board of Directors or the Superintendent's regulations or priorities.

III. MEMBERSHIP

1. **Composition:** The Site Council shall be composed of staff members, caregivers, students, and community members as follows:
    a. Staff membership can include a minimum of 6 and up to 10 positions, including the administrator(s). The majority of staff positions should be licensed teachers, one of whom should be the union representative. Non-licensed staff can also fill positions.
    b. Student membership can include up to 3 positions.
    c. Caregiver membership can include at least 2 and up to 6 positions.
    d. Membership can include 1 community member who lives and/or works in the Southwest attendance area.
    e. Membership can include 1 representative from the Southwest Foundation.
    f. At least 1 Site Council member should liaise with the SW PTSA.
    g. The co-chairs are from the staff and caregiver groups above.
2. **Member Selection:** Site Council members are chosen based on their statement of interest and availability to attend monthly meetings. Council membership is intended to reflect the racial, ethnic, language, ability, and cultural diversity of the student body. Individuals must support the purpose and role of the Site Council and the vision of Southwest High School in order to be considered for selection.
    a. **Caregiver/Community Recruitment and Appointment:** Site Council leadership, current members, the Southwest administration, and the Family Liaison actively recruit potential members, focusing on attracting caregivers who represent the racial, ethnic, language, ability,

and cultural diversity of the student body. Individuals may nominate themselves or others. Final membership appointments of caregivers and community members are made by the Site Council.

b. Staff/Student Recruitment and Appointment: Site Council members, Southwest staff, and the administrative team will recruit staff and student members, focusing on attracting potential members who represent the diversity of the student body and faculty. Final membership appointments of students are made by the Principal and the administrative team. If there are more staff applications than open membership positions, then licensed staff shall be selected by the faculty. Non-licensed staff shall be selected by non-licensed staff.

3. **Term Lengths:** Members are appointed for a three-year term beginning in September and ending in June. Members whose terms expire may reapply for another term if they meet the criteria for membership. If there are more qualified non-staff applicants than open positions, priority is given to diversity of representation and to new applicants. Student members may only serve 1 two-year term. Ideally term lengths will be staggered in some way to prevent complete turnover all in one year.
4. **Officers:** The SWHS Principal is the de jure chairperson of the Site Council. Additionally, two (2) Co-Chairs are elected by the Site Council, at least one of whom shall be a caregiver member, to serve staggered terms of two years. The Executive Committee is comprised of the Principal and Co-Chairs. A Secretary who takes meeting minutes and posts them would also be desirable, but is not required. Elections of officers shall take place no later than the first regularly scheduled Site Council meeting of the school year.
5. **Vacancies:** The Principal and Co-Chairs together may fill mid-year vacancies. Replacements will be from the same constituency.

IV. MEETINGS

1. **Cadence:** Site Council will convene once per month during the school year, September through May. Additional meetings may be called by the Principal and/or Co-Chairs as needed to address time-sensitive issues. Co-Chairs may cancel or reschedule meetings in response to school-related schedule conflicts, weather, or other issues that may arise. Meetings will follow Robert's Rules of Order when needed.
2. **Public Notice:** Site Council meeting dates and agendas, minutes, and Co-Chair contact information are posted on the school website. Periodic updates on Site Council activities can be included in the school newsletter. Caregivers and staff are free to attend meetings as observers.
3. **Meeting Agenda:** Site Council meeting agendas are determined prior to the scheduled meeting by the Executive Committee. Members of the school community may contact the Co-Chairs or Principal to request agenda items.
4. **Quorums:** A majority of members shall be present at a regularly scheduled meeting in order to conduct Site Council business.
5. **Minutes** will be taken by the Secretary (if there is one) or by site council members on a rotating basis at each meeting. Minutes will be reviewed by Principal and Co-Chairs and then published on the Southwest website.
6. **Decision Making:** When decisions are requested by the administration, the Site Council pursues consensus whenever possible. Only Site Council members may vote. In the event that consensus is impossible, decisions are made by majority vote. All decisions are considered recommendations to the Principal, except where delegated to the site council by law.
7. **Annual Planning Meeting:** A planning meeting, including new member,s will be convened each June for the following purposes:
    a. Review the governance standards and protocols and renewal and/or revision of philosophy, mission, purpose, and goals
    b. Establish schedule of meetings and their format for the following year.

c. Elect the Officers for the coming year.
d. Establish committee tasks and delegation of responsibilities of committees.
e. Review annual planning and action cycle, and revise as needed to establish the year's direction and priorities for the Site Council.

V. PROCESSES

1. **Subcommittees and Task Forces:** For school-wide issues that require in-depth research, evaluation and interpretation, or specific short-term actions, subcommittees or task forces may be created at the behest of the Principal and Co-Chairs. A task force will be a short-term group. A sub-committee may be a standing group as needed. Current Subcommittees include: Academics, Welcoming, Outreach & Inclusion, and Budget. These groups may draw from Southwest community members outside of the Site Council, as appropriate. Committees or Task Forces should keep minutes of their meetings and submit minutes to the Site Council (Secretary). Recommendations of a task force shall be brought to the Site Council. Final approval on any action rests with the Site Council or Principal, depending on the issue.
2. **Complaints Process:** Members of the school community who wish to take issue with actions of the Site Council may bring their complaint forward through the following steps:
    a. The complaint shall first be heard by the Principal and the Co-Chairs. At the Principal's behest, the complaint may be heard by the full Site Council and/or the appropriate Associate Superintendent.
    b. All complaints made to the Site Council shall result in a response to the complainant.
    c. If the individual or group is not satisfied with the resolution from the Site Council, they may appeal in the order presented herein:
        i. School Principal
        ii. Associate Superintendent
        iii. District Superintendent
        iv. Board of Education
    d. All appeals can be reviewed by a higher authority. All appeals at all levels will be in writing, will include the name and address of the individual or group of individuals appealing a decision. The Board of Education has the final say.
3. **Proxies:** Members may NOT appoint proxies to attend and/or act at meetings in their absence.
4. **Reviewal:** Governance standards and protocols shall be adopted by a two-thirds vote of the members of Site Council. Site Council shall review governance standards and protocols at least every third year. Changes must be adopted by a two-thirds vote of the members.
5. Each subcommittee or task force will be guided by an agreed-upon Charter document.