

# Adams Traditional Academy & Jefferson Preparatory High School Site Council

## Site Council Bylaws

1. General Rules
  - a. Adams Traditional Academy & Jefferson Preparatory High School Site Council will follow board policy and the charter in all areas.
  - b. Additional bylaws will be developed by consensus as needed.
2. Meetings
  - a. Regular monthly meetings will be held on the second Thursday of each month September through May or as needed by site council approval.
  - b. Meeting will be generally scheduled at 4:30pm and end by 6:00 pm.
  - c. Special meetings may be called as deemed necessary by the school principal and the site council chairperson. A genuine effort will be made to contact all site council members. A quorum must be present.
  - d. A quorum must be present at a given meeting. A quorum is seven members with at least two members from either parent or staff council.
  - e. Any decisions must be made by a unanimous vote and will be reported to administration.
  - f. The Site Council will report all decisions to the Principal.
3. Agenda Items
  - a. Agenda items and supporting data as needed must be submitted to the school office five calendar days prior to the meeting.
  - b. The agenda will be sent to site council members and posted on the bulletin board and online the Monday prior to the site council meeting.
  - c. A staff or parent council member must submit agenda items.
  - d. With the approval of the school principal and the site council chairperson, emergency items may be added to the agenda at any time.
  - e. Emergency items will be discussed first.
  - f. Agenda items not discussed because of time limitations will have priority on the next meeting's agenda.
  - g. Information only items will be limited to five minutes per item. The time limit may be extended by consensus.
  - h. Information only items or discussion items that may need to be brought up for a vote will be allowed if there is a consensus from the site council.
4. Officers and membership
  - a. A chairperson from the Parent Council and Secretary will be elected at the first regularly scheduled meeting of the school year.
  - b. If a site council member is to be absent from the meeting, notification to the school principal or site council chairperson is requested. No replacement will be permitted to sit on the council. However, an opinion statement may be read.
  - c. Any council member who misses two consecutive meetings and fails to notify the school principal or site council member of his/her absence will be removed from the council.

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- d. The most recent Site Council minutes will be available on the school's website within five working days.
- e. The Site Council will consist of 12-14 members with the following make-up:
  - i. Staff (all staff chosen at Principal discretion)
    - 1. Kindergarten – 4<sup>th</sup> Grade: 2 teachers
    - 2. 5<sup>th</sup> Grade – 8<sup>th</sup> Grade: 1 teacher
    - 3. 9<sup>th</sup> Grade – 12<sup>th</sup> Grade: 2 teachers
    - 4. One staff member from either school, can include any staff member from office staff, specials teachers, or support staff.
  - ii. Parent Council (6-8 parents)
    - 1. 3-4 ATA Parents, plus the ATA PTO President
    - 2. 2-3 JP Parents, plus the JP PTO President
  - iii. Principal (non-voting member)
  - iv. Elected Site Council Officers: Chairperson and Secretary
- f. The Parent Council consists of 3-4 parents (plus the President of the Parent Teacher Organization) who sit on the Site Council.
  - i. Term on Site Council is one school year, September to May.
  - ii. The parent(s) whose term is expiring will nominate their own replacement.
  - iii. The other parents serving on the site council will vote to accept or reject the nomination.
  - iv. If a parent member fails to appoint his/her replacement, the remaining members will nominate and vote. A consensus minus one vote will need to occur to accept nomination.
- g. The Staff Council includes all school staff members and will be structured as follows:
  - i. Term on Staff Council is one school year, September to May.
  - ii. Staff members to be selected by the Principal to serve on Site Council to represent the staff.
  - iii. Chairperson of the Staff Council (FSAC) will serve on the Site Council.

Version Date: Original Bylaws

Amendments Adopted:

12/09/2010

05/29/2013

05/11/2023