

Issaquah High School Site Council Application Form

Name: _____

E-Mail Address: _____

Phone: _____

Position for which you are applying (please select ONE only):

____ PCFC (must have at least one child at PCFC during the 07-08 school year who will be attending IHS in the 08-09 school year in order to apply for this position)

____ 10th Grade Parent Rep (you must have a child at IHS in the 10th grade during the 07-08 school year in order to apply for this position)

____ 11th Grade Parent Rep (you must have a child at IHS in the 11th grade during the 07-08 school year in order to apply for this position)

____ 12th Grade Parent Rep (you must have a child at IHS in the 12th grade during the 07-08 school year in order to apply for this position)

Please respond to the following questions:

1. Why are you applying for a position on the Site Council? What characteristics and skills do you possess which will benefit you in this role?

2. One of the primary responsibilities of a Site Council member is to be the conduit of accurate information between the Council and the constituent group that you represent. How would you ensure that you are communicating regularly and accurately with the members of your constituent group?

3. Is there anything else that you would like to share about yourself?

Please find the following attachments and initial by each that you have reviewed these and agree to operate accordingly:

- Site Council By-Laws _____
- Site Council Operating Norms _____
- Site Council Graphic Organizer _____

If you have questions or would like to have any issues discussed, please feel free to contact Julia Bamba, Site Council Facilitator @ 425-837-6109 or @ bambaj@issaquah.wednet.edu. In order to be considered, all applications MUST be received by Julia no later than Wednesday, June 6, 2007. Decisions will be made by the current Site Council on Wednesday, June 20 and all applicants will be notified of those decisions.

By-Laws

Issaquah High School Site Council Bylaws

I. Name

The official name of the Council is the Issaquah High School Site Council, referred to as 'The Council'.

II. Purpose

The purpose of the Issaquah High School Site Council is to advise, through collaboration with staff, students, and community, a learning environment in which innovation and excellence in education can be achieved.

III. Focus

The Council will focus on enrichment and remedial opportunities for students, the Continuous Improvement Plan (CIP), and effective transition of students from feeder schools to high school. The Council, as a connection point for all IHS constituents, will focus on school culture, climate and safety, promoting a civil environment for students and staff, and addressing issues related to school rules and facilities.

IV. Limitations

The Council will have no authority on matters that are purely administrative in nature; matters controlled by state and federal law, District policy and/or administrative procedure, external agencies or negotiated contracts.

V. Membership

Members are selected in the spring for the following school year. New members are identified through the approved IHS Site Council Selection Process. All members are expected to follow IHS Site Council Operating Norms.

The best interest of the Council occurs when the Council for the following school year is identified prior to the end of the previous school year AND when representatives assume responsibility for and facilitate 2-way communication with their constituent group.

The Council shall consist of the following 20 members:

- *Facilitator – The person in this position can either be from the faculty/staff or from the parent community. This person is a non-voting member of the Council except in the case of a tie vote. He / she is appointed to this position by recommendation and approval of the principal and the Council.*
- *District Liaison – Permanent member of the Council selected by Issaquah School District and the principal.*

Voting Members:

- *School Principal – Permanent member of the Council*
- *Activity Director – Permanent member of the Council*
- *Six Staff Members – 1 classified and 5 certificated personnel that represent the diversity of the faculty / staff.*
- *Three Student Representatives, one from each grade level – The activity director along with current Council student reps will identify student reps for the subsequent year. This process will be open to all students in the particular grade level through self or others' nomination.*
- *Counselor – Position is selected by the Counselors.*
- *PTSA Representative – Selected by PTSA*

- *Booster Club Representative – Selected by Booster Club*
- *10th Grade Parent Representative – Position is publicized each spring and the current Council votes on the representative for the upcoming year.*
- *11th Grade Parent Representative – Position is publicized each spring and the current Council votes on the representative for the upcoming year.*
- *12th Grade Parent Representative – Position is publicized each spring and the current Council votes on the representative for the upcoming year.*
- *Feeder School Representative– Position is publicized each spring and the current Council votes on the representative for the upcoming year.*

 **Volunteer Secretary – This is a voluntary position by a person already on the Council.*

VI. Meetings

The Council will follow an agenda to be established by the Council Facilitator prior to each meeting. It is recommended that the Council meet monthly and that the meeting schedule be agreed to by the Council. All meeting dates will be communicated to the public and each meeting will have a public forum time.

Items for the agenda shall be submitted to the Facilitator one (1) week prior to the meeting. Additional items will be submitted on the School Information Form to provide necessary related information and shared during the public forum time during the agenda.

VII. Decision Making Parameters

All decisions must be consistent with state laws and regulations and the Issaquah School District policy. The Council will make decisions based on consensus whenever possible, or by majority of the voting members when necessary. The Council will determine who needs to be involved in an issue and direct questions or the issues to that party.

The Council may form committees to do research and make recommendations to the Council.

VIII. Records

The Council Secretary shall provide minutes of each meeting to the facilitator for distribution in a timely fashion. The volunteer secretary is responsible for keeping a hard copy archive notebook of minutes and meeting handouts throughout the year.

IX. Bylaws

The Council bylaws shall be reviewed annually.

IHS Site Council Operating Norms

IHS Site Council Members agree to:

- Deal with issues and not react to personalities and personal agendas.
- Require confidentiality on all agenda issues especially when individuals are named.
- Demonstrate the “we” attitude in participating and supporting decisions and directions of the council.
- Understand that silence in a meeting implies consent.
- Improve the educational climate and experiences of Issaquah students and constantly measure our decisions and actions based upon the question, “What is good for students?”
- If a conflict arises as to which group deals with some issues, the principal, site council chairperson, and a department head will designate the decision-making group.

Participants

Guidelines

School Learning Environment (CIP)

Goals

- PTSA
- IHS Staff
- Booster
- IHS Students
- School Feeder System

School Law

Culture

Personnel Items

Safety

Contract Obligation

Civility

ASB Regulation

Facilitate

Communicate

**IHS SITE COUNCIL
(INFORMED ADVISORY)**

Inform

Advise

Assess