

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.

Approved: 3/05 MF