

**Skyline High School
School Improvement Advisory Council
BYLAWS**

1. Council Name

The name of the council will be the Skyline High School Improvement Advisory Council (the “Council” or Skyline SIAC)

2. Council Duties

A. The Council will serve in an advisory capacity to the school administration for the purpose of improving the quality of education experienced by Skyline High School students and improving the efficient operations of Skyline High School.

B. The Council may exercise any or all of the following duties:

- i) Review the school’s goals.
- ii) Review the statistical results of the school’s parent satisfaction survey.
- iii) Review the school’s report card prepared by the Arizona Department of Education.
- iv) Review the school’s student handbook.
- v) Review the school’s rules regarding student safety and discipline, including dress and grooming.
- vi) Review a request for optional student travel when SIAC review is required by district policy.
- vii) Determine the distribution of extracurricular activity tax credit contributions that have not been designated for a specific activity by the contributor.
- viii) Any additional duties that are recommended by the principal and Superintendent and approved by the Governing Board.

C. Council will not delve into matters concerning school personnel, student discipline or school finance unless specifically requested to do so by the school administration.

3. Council Membership and Selection Procedures

The Council will be composed of the principal and members in the following categories:

A. At least three but not more than 15 members, and equal to the number of teacher members, will consist of parents (or guardians) of students attending the school who are not employed at the school.

Selection Procedure:

The principal will conduct an initial open membership meeting for parents who are interested in serving on the Council. Notice of the initial membership meeting will be posted at the school and will be sent to families via email, text, web, or similar electronic mediums.

Parents may self-nominate or nominate a parent willing to serve. The candidates equal in number to the available spaces will be chosen. If the number of candidates exceeds 15, candidates will be chosen by a random draw. Parent members may be added to the Council throughout the school year if the number of parent members falls below the minimum number required in 3.A.

B. At least three but not more than 15 members, and equal to the number of parent members, must be certificated employees.

Selection Procedure:

Teacher members will be selected at a meeting of teachers conducted prior to the first meeting of the Council. Teachers may volunteer to serve on the Council. If the number of nominees exceeds the number of vacancies, the members will be selected by random drawing. If the number of volunteers is not adequate, the principal may appoint additional teachers to the Council.

C. At least one, not more than three, members will consist of staff members who are not teachers or administrators.

Selection Procedure:

Staff members will be selected at a meeting conducted prior to the first meeting of the Council. A staff member may volunteer to serve on the Council. If the number of nominees exceeds the number of vacancies, the members will be selected by random drawing. If the number of volunteers is not adequate, the principal may appoint additional staff members to the Council. Teacher members may be added to the Council throughout the school year if the number of teacher members falls below the minimum number required in 3.B.

D. One member will be a community member.

Selection Procedure

The community member will be selected by the principal. If a community member is not available to serve on the Council, the principal and other Council members will make reasonable recruitment efforts until a community member volunteers for membership.

E. At least one, but not more than four, member(s) will be a student(s) attending the school.

Selection Procedure:

Student Membership Category A:

At least one, but not more than four student member(s) will be a member(s) of the Skyline

Student Council and selected by the student council.

Student Membership Category B:

Up to four non-student council student members may volunteer to serve on the Council. Student members may be referred by parents, staff members, or students.

At any given time, the total number of student members may not exceed the total combined number of parent and teacher members.

4. Terms of Office

A. All members of the Council, except the principal, will serve two-year terms. Membership will be staggered so that no more than one-half of the members of parents and teachers are subject to replacement each year.

B. At the conclusion of a member's term, at least one year must elapse before such member may be selected for a new term. However, if the maximum numbers of parent, staff or community members are not selected or appointed, or if they do not volunteer, then former members who normally would be ineligible for membership may be selected to serve if needed. By a majority vote of the Council, parent members whose terms are ending may continue to serve on the Council as long as they have a student enrolled in the school.

5. Decision Making

As an advisory group, the Council will strive to achieve a consensus on all decisions. Voting may be used where necessary to determine whether a consensus exists. Each member of the Council will be entitled to one vote. Absentee ballots will not be permitted.

6. Termination of Membership

A. A member will no longer hold membership if the member no longer meets the membership requirements under which the member was selected.

B. Membership may be terminated if a member fails to attend at least 50% of scheduled meetings. Reasonable accommodations will be made for absences due to necessary and important reasons. Whenever feasible, members are encouraged to provide notice of an absence prior to the scheduled meeting.

C. The Council, by an affirmative vote of three-fourths of all members, can expel a member who fails to attend three or more consecutive meetings or who engages in serious misconduct that is detrimental to the Council or the school.

D. Any member may resign at any time by filing a written resignation with the Council.

7. Vacancy

Any vacancy on the Council will be filled for the remainder of the term of the membership by appointment by the principal.

8. Officers

A. The officers of the Council will be a chairperson, vice- chairperson, and secretary.

B. If the Council membership reaches the maximum numbers of members stipulated in Section 3, three *at-large* officers will be selected: parent at-large, teacher at-large, student at-large. The at-large members will represent the subgroups from which they are selected and will serve as liaisons between their respective subgroups and the Council.

C. The officers of the Council will be selected annually near the beginning of the school year by the members of the Council and will serve for one year or until a successor has been elected.

D. Any officer may be removed by two-thirds vote of all members sitting on the Council whenever, in the judgment of the Council, the best interests of the Council would be served thereby.

E. A vacancy in any office will be filled by the Council for the unexpired portion of the officer's term.

F. The chairperson will preside at all Council meetings, sign all Council letters, reports and other communications, and perform such other duties as may be assigned by the Council. The principal will serve as chairperson unless the principal requests that another member be selected or another person is selected by a majority of Council members.

G. The vice-chairperson will represent the chairperson in assigned duties, substitute for the chairperson during his or her absence, and perform such other duties as may be assigned by the chairperson or Council.

H. The secretary will create minutes of the meetings of the Council, arrange delivery or posting of meeting notices, and perform such other duties as assigned by the chairperson or Council.

9. Meetings

A. The Council will meet regularly at least four times each year. Special meetings may be called by the principal or chairperson.

B. The Council will hold its regular meetings in a facility at the school that is readily accessible by members of the public, including disabled persons.

C. The Council will post public notices of all meetings of the Council in a conspicuous location at school, on the school's website, or other electronic mediums before the meeting. Members will be given notice of all meetings via email, unless the member waives his or her right to receive notice of the meeting or meetings. The meeting notice

will include information identifying the date, time and place of the meeting and an agenda of the meeting or information on how to obtain the agenda.

D. One-half or more of the members of the Council will constitute a quorum necessary for the transaction of business of the Council.

E. The Council may discuss or decide only items listed on the meeting agenda and other matters related hereto. The Council may list on an agenda a “public comment” item during which staff, students and parents may address matters not listed on the agenda. As required by the Arizona Open Meeting Law, Council members must refrain from discussing the matter among themselves or with the presenter. Further discussion of an issue presented during a public comment session, if needed, should be scheduled for a subsequent meeting.

F. School community members and other visitors may comment on an agenda item.

G. The SIAC will create and maintain minutes of its meetings.

10. Committees

A. The Council may, from time to time, establish and abolish such standing or special committees as it may deem appropriate. No standing or special committee may exercise the authority of the Council.

B. Unless otherwise determined by the Council in its decision to establish a committee, the chairperson of the Council will appoint the members to the various committees.

C. Each member of a committee will continue as such for the term of his or her appointment and until his or her successor is appointed, unless the committee will be sooner terminated or abolished, or unless such member ceases to qualify as a member thereof.

D. Unless otherwise provided in the decision of the Council designating a committee, a majority of the committee will constitute a quorum, and the act of a majority of the members present at a committee meeting at which a quorum is present will be the act of the committee.

11. Agenda

A. An agenda will be developed for each meeting.

B. Agendas must contain such information that is reasonably necessary to inform the public of the matters to be discussed.

C. All items for the agenda will be submitted at least one week in advance of the meeting and may be provided by any member of the Council. Other members of the school administration, faculty, staff, parents and students will submit their items for the agenda in writing to any member of the Council for possible inclusion on the agenda.

D. The chairperson and principal will determine what matters will be included on the

agenda or may delegate responsibility for development of the agenda to a committee as may be determined by the Council.

12. Bylaws Ratification and Amendment

Ratification or amendment of these Bylaws will be effective upon a two-thirds vote of the members of the Council.

Certification of Bylaws

As the chairperson and secretary of the Skyline High School Improvement Advisory Council, we hereby certify that the foregoing bylaws were adopted by the Skyline High School Improvement Advisory Council at a regular meeting held on Feb. 13, 2017, and now constitute the Bylaws of the Council.

Date:

Chairperson

Secretary