

Dobson High School
School Improvement Advisory Council
Constitution

Article I. Mission Statement

The mission of the Dobson School Improvement Advisory Council is to establish and attain goals, and identify and solve problems through building consensus within the Dobson community. To those ends, students, parents, and staff work as partners in identifying mutual concerns and working to improve the education of Dobson's students.

Article II. Membership

Section 1 The Council shall consist of 14 members: 5 teachers and staff, 5 parents, 1 community member, and three students. The non-voting member is the school principal or assigned administrator.

Section 2 Parent and staff representatives shall serve two-year terms.

Students shall serve one-year terms. Student representatives shall have the option of self-nominating for a second one-year term.

The principal shall serve as the administrative representative unless otherwise designated.

Sections 3 Each elected member will have one vote. The principal, being a non-elected member, does not have voting privileges.

Section 4 The SIAC shall conduct, in conjunction with the school administration, all elections.

Election of staff shall take place in the fourth grading period of each year. All certified and classified staff shall be eligible. In order to be included on the ballot, candidates shall self-nominate and submit a statement of approximately 100-words for publication by the time declared on the election announcement.

Election of parents shall take place in the summer of each year. A flier or parent newsletter shall be sent to homes in the fourth grading period of each year soliciting candidates for parent representatives. In order to be included on the ballot, candidates shall self-nominate and submit a statement of approximately 100-words by the date indicated in the flier. Ballots shall be sent to parents using the summer mailer. Voting shall extend to the date identified in the mailer. The recipients of the greatest number of votes shall be elected representatives to the Council.

Selection of student representatives shall take place in the fourth grading period of each year. The Council shall solicit names for student representatives beginning on the date identified on the nomination form. Candidates shall self-nominate and submit a statement of approximately 100-words for publication by the time declared on the election announcement. The Council shall review the candidates and select the three representatives.

Section 5 If a member wishes to terminate his/her membership or is unable to serve on the council, a letter of resignation should be presented to the council's chairperson. If the council so chooses, the position may be filled for the remainder of the school year by appointment decided upon by a majority vote of the council provided a quorum exists.

Article III. Officers

Section 1 Council officers shall consist of chair, co-chair, recorder, and election's coordinator.

Section 2 The Council shall elect its officers at the first meeting of each year. The principal shall preside over the first meeting, but otherwise not be an officer of the Council.

Section 3 *Chair* – The chair shall preside at all meetings of the SIAC and may sign all letters, reports, and other communications from said council. In addition, the chairperson shall perform all duties incident to the office of the chair and other such duties as may be prescribed by the SIAC from time to time.

Co-chair – The duties of the co-chair shall be to represent the chair in assigned duties and to substitute for the chairperson during his or her absence. The co-chair shall be responsible for coordinating all public relations and media efforts with the SIAC and the appropriate representative of the school district. These efforts shall include, but not be limited to notifications of open meetings; distribution of meeting minutes other than normal distribution done by the Recorder and communication of SIAC actions to constituent groups.

Recorder – The recorder shall keep minutes of the meetings, both regular and special, of the SIAC and shall promptly transmit to each of the members true and correct copies of the minutes of such meetings; be custodian of the SIAC records; keep a current register of the addresses and telephone numbers of each SIAC member which shall be provided by each member; and in general, perform all duties incident to the office of the recorder.

Commented [m1]:

Election Coordinator – The election coordinator shall be responsible for the coordination and oversight of all election/selection processes used to create the SIAC membership. The election coordinator's duties include, but are not limited to, coordinating with the various constituent groups to ensure that

election/selection of their membership of the SIAC is conducted in a timely fashion and per the SIAC constitution; facilitating the process of filling vacancies; and such other duties as may be prescribed by the SIAC from time to time.

Article IV. Meetings

Section 1 A public notice containing the date and location of each meeting must be posted with instructions about how to obtain a meeting agenda. This posting will be at the information desk in the lobby of Dobson High School and on the school's website.

Section 2 The Council shall meet on a regular basis as determined by council members. The Council shall have the option of calling for more meetings as needed.

Section 3 A Council member shall miss no more than two consecutive or total of three meetings in a year. A member who does not comply with the attendance requirement may be removed from office by a majority of the quorum vote.

Section 4 One-half of the membership plus one shall constitute a quorum. To best serve students and accommodate travel requests, voting members may vote in absentia via e-mail when a quorum is not present. The request for votes will be sent out to members the evening of the meeting. All other votes will be tabled until a quorum is present, unless in cases needing only a 2/3 majority.

Section 5 Any interested Dobson community member shall have the right to include items on Council agendas. Items must be submitted to the Council recorder no later than one week prior to each meeting.

Section 6 Any community member may participate in Council meetings. At the discretion of the Chair, community members may be subject to written requests to speak and/or time limitations on their comments.

Article V. Areas of Responsibility and Manner of Acting

Section 1 The Council shall review and make policy recommendations to the principal and/or appropriate personnel pertaining to, but not limited to, the following: attendance, discipline, homework, communication, school spirit, physical plant, curriculum, school safety, and scheduling.

Section 2 Policies adopted from recommendations shall be in accordance with the following: state and federal laws, Department of Education guidelines, Mesa Public Schools Policies and Procedures, collective bargaining agreements entered into by the Mesa School Board and the MEA, MESPA, and MASA, as well as the minimum job expectations enumerated in the Dobson staff handbook.

Section 3 Small group meetings and open forums to include, but not be limited to, late start/early release days involving staff, parents, and students may be used in building consensus for the following:

1. To identify goals and problems to be addressed;
2. To solicit methods of attaining goals/solving problems;
3. To evaluate SIAC recommendations prior to and following any implementation of said recommendations.

The SIAC shall evaluate any proposal using the following criteria as guidelines:

1. Will it benefit students?
2. Is it affordable?
3. Is it within legal and policy requirements?
4. Is it balanced?
5. Will it improve education?
6. Have non-financial resources been considered?
7. Is it consensus?

The desired method to achieve a goal shall be by consensus, defined as the SIAC's perception of the Dobson community's reaction to that proposal. A two-thirds majority vote of the entire SIAC shall be required to enact any proposal.

Article VI. Training

Section 1 Council members shall commit to participation in training as it becomes available.

Section 2 The SIAC may provide all constituents the opportunity for training which may include, but not be limited to, problem solving/consensus building.

Article VII. Amendments

Section 1 A two-thirds vote of the total Council membership may amend the Constitution, with the requirement that any amendment be proposed at least one meeting prior to the vote.

Article VIII. Ratification

The Constitution shall be ratified upon the approval of a majority of ballots cast in each of the three constituencies; parents, students, and staff.