

ISSAQUAH MIDDLE SCHOOL SITE COUNCIL BYLAWS

Article I – Name

- Section 1.** The official name of the Council is the Issaquah Middle School Site Council (IMSSC), and within the remainder of this document IMSSC shall be referred to as the Council.

Article II – Purpose

- Section 1.** The purpose of the Council is to advise the Principal on how to advance student learning through strong shared planning, communications, and problem-solving. Specifically, the Council is intended to:

- A. provide input to help create and maintain an optimal learning environment at Issaquah Middle School;
- B. blend the values and perspectives of community, parents, staff, and students for effective school-wide results;
- C. foster effective communications on key issues among all stakeholders at Issaquah Middle School;
- D. contribute to creative school-wide planning and problem-solving;
- E. provide school input for the Principal and Superintendent on matters of district-wide interest.

Article III – Focus

The Council will focus on matters directly and indirectly related to student learning. Because many curriculum, staff development, and instructional resource questions are decided by the District and not by individual schools, the Council will often address, not *what* to do, but *how* to do it in the best interest of the school's specific population.

- Section 1.** The Council should focus on matters directly related to student learning, such as the following:
- A. advancing the school's Continuous Improvement Plan, based on its student achievement data;
 - B. effective transition of students to middle school and to high school;

- C. the relationship of school program to student needs (enrichment and remedial opportunities, before and after school support, etc.).

Section 2. The Council should also focus on matters indirectly related to student learning, such as the following:

- A. school culture and learning climate;
- B. safety;
- C. deterrents to harassment; fair treatment for all;
- D. support for staff and their working environment ;
- E. concerns related to school rules and student discipline;
- F. planning for and improvement of school facilities;
- G. school budget.

Article IV – Limitations

Section 1. The Council should not focus on the following:

- A. problems or complaints related to individual employees, students or classrooms;
- B. personnel decisions made by the principal;
- C. matters that fail to contribute significantly to student learning and/or well-being.

Section 2. If the Council believes it is important to address a matter controlled by state or federal law, district policy, external regulations or negotiated labor contracts (i.e., district-adopted curriculum, graduation requirements, Special Education regulations, WIAA rules), the matter should be referred to the appropriate decision making body with the Council's input in writing.

Article V – Council Membership

Section 1. The Council will consist of an equal number of staff and parent representatives with a maximum of twenty (20) members as follows:

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| Principal | |
| Council Secretary | PTSA Liaison |
| Staff Team Leader Representatives | District Liaison |
| Special Needs Representative | Community Representative |
| Classified Staff Representative | Student Representatives |
| Library Media Specialist | Parent Representatives |
| ASB Staff Representative | |
| Chairperson will be selected from within the membership | |

- A. Members serve a term of office for one year, which runs concurrently with the school year.
- B. If a member resigns during his/her term, the Council will appoint a replacement to complete the remainder of that term.
- C. A member may be replaced if they are not present at three (3) consecutive meetings. The council will appoint a replacement to complete the remainder of their term.

Article VI – Membership Selection

Section 1. First, consideration should be made for rotation and continuity in both membership and leadership. Second, parent representatives should ideally represent all grade levels and feeder schools.

- A. The Classified Staff Representative will be selected by the classified staff.
- B. The Principal's Secretary will serve as the Council Secretary.
- C. The three (3) Staff Team Leader Representatives will be selected from the Staff Team Leaders, providing representation of each of the three grade levels and a variety of subject areas.
- D. The PTSA Representative is appointed by the PTSA Executive Committee.
- E. The two (2) Student Representatives are selected from the elected ASB officers.
- F. The current Parent Representatives will select the incoming Parent Representatives. The entire Council will select the position of Chairperson from the members.
- G. Requests for nominations will be clearly communicated to the school community via the best available means and will remain open until 3:00 p.m. on the school day previous to the last regular meeting of the year.
- H. Selection of the Parent Representatives will be held at the last regular meeting of the year for the following school year.
- I. Positions that are not selected during the last regular meeting of the year will be selected during the September Council meeting under the guidelines outlined above.

Article VII – Duties of Members

Section 1. All Council Members will:

- A. attend all Council meetings;
- B. notify the Chairperson or the Council Secretary prior to the meeting if unable to attend;

- C. discuss and adopt Operating Norms (attached) at the beginning of each school year;
- D. review Council Bylaws and Issaquah School District Site Council Policy (Instruction 2010) prior to the beginning of the school year;
- E. be responsible for effective communication with respective stakeholder groups;
- F. participate in discussions;
- G. serve on committees as appropriate;
- H. seek to build consensus and carry out Council decisions, thus ensuring positive implementation of those decisions.

Section 2. The Chairperson will:

- A. be a staff or parent volunteer member;
- B. be selected by the Council from within the membership;
- C. prepare and distribute the agenda for each regular meeting in collaboration with the Principal;
- D. convene and preside over meetings using parliamentary procedure;
- E. monitor meeting reports to honor time limitation;
- F. conduct elections for Council membership;
- G. appoint a Chair from among the current Council membership to act in his/her short-term absence;
- H. call special meetings when necessary;
- I. devise, distribute and collate a year-end Council self-assessment survey;
- J. file a written report recapping the work of the Council, which shall be copied to the Superintendent's office and be posted to the school website by July 1;
- K. work with Principal to schedule annual training for Council members.

Section 3. The Principal will:

- A. represent the interests of students, staff, and community at all times;
- B. work with Chairperson to prepare agenda;
- C. retain ultimate responsibility and accountability for the school;
- D. provide a yearly summary of assessment data;
- E. provide a review of the school's Continuous Improvement Plan;
- F. provide an overview of the budget;
- G. review policies and procedures as required by the district and/or state or requested by the Council;
- H. supply information to help the Council in carrying out its responsibilities;
- I. work with Chairperson to schedule annual training for members.

Section 4. The Council Secretary will:

- A. take accurate minutes of all the Council meetings and present the minutes for review to the Chairperson and Principal;
- B. present the reviewed unofficial minutes after each meeting for approval to the Council;
- C. maintain a record of Council members, including names, addresses, phone numbers, and email addresses;
- D. keep a record of attendance of each Council meeting;
- E. keep a current copy of the Bylaws and all referenced documents.
- F. provide documents, including but not limited to: meeting minutes, Council member contacts, and Bylaws to the Webmaster who will then post that information to the school and district websites;
- G. serve as primary Council contact.

Section 5. The District Liaison will:

- A. report to the Council on Issaquah School District issues and information;
- B. be a parent volunteer member.

Section 6. The Community Representative will:

- A. report to the Council on Community issues and information;
- B. be a non-parent member of the community.

Article VIII – Meetings

Section 1. The Council will hold regular meetings a minimum of six (6) times a year.

Section 2. The Council will establish meeting dates and times at the March meeting for the following year. All meeting dates and times will be clearly communicated to the school community. Meeting dates can be changed by consensus of the Council provided the community is notified by the best available means at least 10 days in advance of the new meeting date.

Section 3. Additional regular meetings can be called by the Council Chairperson or by consensus of the Council at any time and will be communicated to the school community by the best available means at least 10 days in advance of the meeting date.

- Section 4.** Regular meetings will be open to the community. An open forum time will be a part of each meeting, allowing up to three (3) minutes per person requesting to speak. Following each item brought to open forum, the Council will determine appropriate follow-up action. For example, an item can be discussed, referred to committee, referred to staff, or directed to any member for information from their affiliated group.
- Section 5.** Issues considered by the Council shall be decided by a consensus whenever possible. When unable to reach consensus, the Council will note for the record and advise the principal of the differing views.
- Section 6.** When issue(s) arise that require a polling of the school community, the Council will conduct the survey, widely communicating this opportunity to potential participants.

Article IX – Council Committees

The Council will establish committees as appropriate and shall provide a written statement of purpose for committee.

- Section 1.** Committee membership can include, but is not limited to, Council members.
- Section 2.** The Council will identify a liaison to serve on the committee, to attend all meetings, maintain a list of members for inclusion in the Council records, and provide a report on the work of the committee to the Council.

Article X – Bylaws

The Council will review its Bylaws annually and approve any amendments or changes no later than the last regular meeting of school year.

Accepted by vote of the Council on September 28, 2009.