

# Pacific Cascade Freshman Campus Site Council By-laws

## **I. Name**

The official name of the Council is the Pacific Cascade Freshman Campus Site Council, referred to as PCFC Site Council or the Council.

## **II. Purpose**

The PCFC Site Council is established to advise the principal on how to advance student learning through strong shared planning, communications and problem solving.

## **III. Focus**

- A. The Council should address matters directly related to student learning, such as advancing the school's Continuous Improvement Plan, effective transition of students from middle school and to high school, and the relationship of school programs to student needs.
- B. The Site Council should also focus on matters indirectly related to student learning, such as school culture and climate, safety; deterrents to harassment and fair treatment for all; support for staff and their working environment; concerns related to school rules and student discipline; and facilities.
- C. The Site Council should not focus on problems or complaints related to individual employees, students or classrooms; or personnel decisions.
- D. If addressing a matter controlled by state or federal law, district policy, external agencies or negotiated labor contracts, the matter should be referred to the District, with Council input, for further attention.

## **IV. Membership**

- A. The Council will consist of the following *non-voting* members:
  - 1. *Facilitator* – this position may be held by either a PCFC staff member or a parent and is a non-voting member for the Council, appointed by recommendation and approval of the principal and the Council.  
The facilitator shall:
    - a. Prepare the agenda in collaboration with the principal;
    - b. Preside over meetings;
    - c. Arrange for and/or provide training for Council members as appropriate;
    - d. Prepare an exit survey to be taken of all Council members regarding their Site Council experience, effectiveness of the Council as a whole, and matters of importance for the following school year;
    - e. Communicate the results of the exit survey to the Council and to the district through the Executive Director of High Schools or their designee.
  - 2. *Issaquah School District Executive Director of High Schools*, or their designee
  - 3. *Secretary* (designated by the Principal for the tasks listed below, this is a non-participant role)
    - a. The Council secretary shall keep accurate minutes of all Council meetings. Minutes shall be approved by the Council and posted on the school and district websites in accordance with District Site Council policy.

- b. The secretary shall maintain a record of all Council members, the bylaws, operating norms, public forum guest guidelines and the minutes.
- B. The Council will consist of the following permanent *voting* members:
  - 1. *Principal and Assistant Principal*, who shall share one vote
  - 2. *Five Certificated Staff Representatives* – who shall represent no fewer than five of the following curriculum areas:
    - Language Arts
    - Social Studies
    - Math
    - Science
    - World Languages
    - Technology
    - Music/Performing Arts
    - Special Needs
  - 3. *One Classified Staff Representative*
  - 4. *One ASB Staff Representative*
  - 5. *Two PTSA Representatives*, one from Issaquah High PTSA and one from Skyline PTSA (to be designated by the respective PTSAs). The term will be July 1 through July 1 of the following year.
  - 6. *Two ASB Student Representatives*
  - 7. *Four Parent Representatives* – with a priority placed on equal representation of the two receiver high school communities. These members shall be elected at the May meeting for serving in the following school year. The election shall be by written ballot. Requests for nominations will be clearly communicated to the feeder middle school communities and will remain open until 3:00 p.m. on the school day prior to the May Council meeting.
- C. Combined student/parent membership shall make up 50% of the total council.
- D. If vacancies occur during the school year, the Council has the discretion to appoint a replacement to complete the remainder of the term.

**V. Duties of Membership**

- A. All members shall:
  - 1. Attend meetings regularly;
  - 2. Be responsible for effective communication with their stakeholder groups;
  - 3. Participate in discussions in accordance with the Site Council’s Operating Norms, to be adopted at the first meeting of the year;
  - 4. Serve on committees as appropriate;
  - 5. Agree to endorse all Council decisions ensuring positive implementation of every Council decision.

**VI. Operating Guidelines**

- A. The Council will hold regular meetings a minimum of six times per year on the third Thursday of each month unless place and time is unavailable.
- B. The Council will establish meeting dates and times at the May meeting for the following year. All meeting dates and times will be clearly communicated to the school community in a timely manner.
- C. The Council will discuss and adopt its Operating Norms at the beginning of each school year.

- D. Agenda items must be submitted to the facilitator prior to each meeting.
- E. The regular meetings will be open to the community. An open forum time will be a part of each meeting. Speakers will follow Council *Public Forum Guest Guidelines*. Following each item brought to open forum the Council will determine appropriate 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.
- F. All decisions must be consistent with state laws and regulations and Issaquah School District policies.
- G. The Council will make recommendations based on consensus of 9 voting members whenever possible, or by majority of the voting members when necessary.
- H. The Council will follow Issaquah School District Site Council Guidelines.

**VII. Council Sub-Committees**

- A. The Council may establish sub-committees as deemed appropriate and shall provide a written statement of purpose/charge for each committee.
- B. Sub-committee membership may include, but is not limited to, Council members.
- C. The Council will identify a liaison from the Council to serve on the sub-committee who shall attend all sub-committee meetings, maintain a list of sub-committee members for inclusion in Council records, and provide a report on the work of the sub-committee to the Council. The Council will take all reports in consideration for any recommendations it will then make.

**VIII. Bylaws**

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

Accepted by vote of the Council this \_\_\_\_\_ day of \_\_\_\_\_, 2008.