

DYSART UNIFIED SCHOOL DISTRICT
RIVERVIEW SCHOOL
SITE COUNCIL BY-LAWS

ARTICLE I: PHILOSOPHY

We believe that the education of each student is the responsibility of the teacher, the staff, the parents, the administration, and the students. Our programs focus on the education of the total person based on his/her needs.

ARTICLE II: PURPOSE

1. The responsibility of the Site Council (SC) is both decision-making and advisory in regards to all school-wide and extra curricular activities and programs.
2. The purpose of the SC shall be to monitor and support the school improvement plan.
3. The SC shall maintain communications with the School Board, students and community.
4. The SC shall monitor and approve expenditures of the Tax Credit Budget.

ARTICLE III: MEMBERSHIP

1. It is the goal of the SC that membership shall consist of a minimum of 6 official members. One member shall be the principal of Riverview School. At least two members shall be certificated staff members. One additional member shall be a classified staff member. At least two members shall be parents of students attending Riverview School elected by the parent group when possible. If less than two parents volunteer for the SC, no election is needed. If no members are appointed by the parent group; remaining council members may elect parent representatives by majority vote.
2. All membership terms shall be 2 years.
3. Should a vacancy occur on the council, the person with the next highest number of votes shall be asked to fill the position.
4. The SC will elect a secretary at the first meeting of each year by majority vote. The principal will serve as the SC Chairperson.

ARTICLE V: MEETINGS

1. Meetings shall be held at Riverview School in the Media Center.
2. Meetings shall be held monthly. Meeting dates shall be established at the first meeting in the fall.
3. The calendar of meetings will be posted on the school website.
4. Special meetings may be called if needed. Such meetings shall require advance notification.
5. A quorum shall be defined as 51% of the membership present at time of vote.
6. Most votes shall be by verbal/visual (thumbs up/down) response and will include official members. Should formal balloting be required, official members shall have one vote each.
7. A standard agenda format will be created by the chairperson. Agendas will be posted in advance of each meeting.
8. All meetings shall be open to the public. Parents, community members, teachers and staff shall be encouraged to attend. The student body president and an NJHS representative shall be encouraged to attend if he/she has a topic of concern to share.

ARTICLE VI: RECORDS

1. Minutes shall be recorded, corrected and distributed at each meeting of the SC. The SC secretary shall be in charge of recording and distributing the minutes. Copies of the minutes shall be distributed to all members of the SC and the Administrative Secretary III to be posted on the school website.
2. All SC minutes and reports shall be maintained by the SC secretary and in a binder in the front office.

ARTICLE VII: ACCOUNTABILITY AND DECISION-MAKING

1. The SC shall act in an advisory capacity only. The advice of the SC shall be directed to the principal to be shared with the staff members. The accountability and responsibility for any decisions and actions taken as a result of advice from the SC shall be the sole responsibility of the principal.
2. The SC shall make recommendations for school improvement and change when appropriate.

ARTICLE VIII: SITE COUNCIL TRAINING

1. A brief orientation program shall be provided during the fall of each year for new members and returning members who wish to attend.
2. Ongoing education programs shall be provided on identified needs and requests.

ARTICLE IX: BY-LAWS PROTOCOL

1. These SC by-laws shall be reviewed/adopted annually by a majority vote of the membership at the first SC meeting of the year.
2. These by-laws may be amended after the submission of the proposed amendment at a meeting. To be adopted, an amendment shall require a two-thirds vote of the members present.