

LMCMS Site Council Bylaws and Guidelines

Name

The name shall be the Liberty Memorial Central Middle School Site Council (LMCMS Site Council).

Purpose

Since 1992, Kansas statute has required every school seeking accreditation to have a building site council. The purpose of the LMCMS Site Council shall be to advise the school on such matters as student learning, education programs, school improvement planning, and accreditation issues. The LMCMS Site Council also plays an advocacy role for the school regarding the same issues. Specifically, the purpose is to:

- Provide advice and counsel to the school in developing, implementing, and evaluating school performance goals and objectives, and
- Provide ongoing support for the students and staff of the school.

Representation and Membership

Per the Kansas State Department of Education, the LMCMS Site Council should represent the building's various demographic and stakeholder groups. There should be approximately 6 to 12 members, with non-staff membership exceeding staff membership and special attention given to underrepresented groups.

Members may include:

- Principal
- Teachers and other school personnel
- Parents of students attending the school
- Business representatives (LEAP Partners)
- Representatives of community groups affiliated with the school

Responsibilities of Site Council Members

- LMCMS Site Council members attend monthly meetings during the school year and may participate in other sanctioned school improvement meetings and visits in an advisory capacity.
- LMCMS Site Council members periodically communicate with the school community and at least annually with the local board of education via a written annual report on site council activities and other council matters.
- LMCMS Site Council members may take part in ongoing training to build their knowledge and skills related to council work.
- LMCMS Site Council's work is advisory only. Site councils make recommendations, not policy.

Training

An orientation session that includes information about council roles, responsibilities and functions, as well as information on school and local policies and procedures, shall be held annually for all LMCMS Site Council members. Council members should attend training workshops sponsored by the school district and, if the board of education approves, are encouraged to attend training sessions sponsored by other agencies.

Selection Procedures

Each school year, LMCMS Site Council members shall be selected by the building principal through an application process. The principal shall recommend appointments to the superintendent and the board of education, who shall approve all appointments. Local school board policies clearly delineate building site council member selection, rotation, terms of service, eligibility for service and selection of leadership.

Officers

The officers of the LMCMS Site Council shall consist of a chair, vice chair, and secretary. The officers shall be elected annually by the council membership in the first meeting of each academic year. At no time shall these positions be held exclusively by all educators or parents.

Duties of Officers

Chair

The chair is responsible for:

- Presiding at all meetings and general supervision of the council's activities.
- Working with the principal in planning and directing the council's activities.
- Preparing meeting agendas with the principal based on the work of the Building Leadership Team and the building's goals.
- Arranging for email of agenda and any available complementary material to members at least three (3) days before each meeting.
- Submitting the Annual Report to the school district at the end of each school year.

Vice Chair

The vice chair shall exercise all functions in the absence of the chair and assist the chair as needed.

Secretary

The secretary is responsible for:

- Keeping an account of the proceedings and transactions of all council meetings.
- Providing a copy of the minutes to the council members within one (1) week after each meeting.
- Preparing any official correspondence that the chair may request.
- Maintaining a council file in the school's administrative offices containing copies of all minutes, council correspondence, the annual school report and the current council bylaws and guidelines.
- Maintaining a list of council members with current contact information, including email addresses.

Terms of Service

All appointed members of the LMCMS Site Council shall serve one (1) academic-year term congruent with the school year. No limit shall be set on the number of terms a member may serve.

Termination of Membership

Membership on the council shall terminate when a member:

- No longer has a child enrolled in the school or no longer lives in the school attendance area (parent position only);
- No longer holds a teaching position at the school (teaching position only);
- No longer holds the principal's position at the school (principal position only);
- Has missed consecutive scheduled meetings without proper notice to the chair; or
- Submits a letter of resignation to the chair.

Vacancies

If a vacancy exists, the principal in consultation with the chair shall recommend an appropriate representative to the site council within one month. The council will review the nomination and vote at the next meeting. If approved, the person shall finish the remainder of the term.

Meetings

The council shall meet monthly at LMCMS from August/September through May unless otherwise decided by the council. The first LMCMS Site Council meeting of the academic year shall be called within the first four (4) weeks of the school year. Any cancellation of meetings calls for a minimum notice of seven (7) days. Special meetings may be called by the chair or vice chair as long as all council members are notified of the meeting at least two (2) days in advance and notice of the meeting is published on the school website.

Council agendas include discussion of student learning, educational programs, school improvement planning, and accreditation issues.

Three (3) council members shall constitute a quorum. A quorum must be present to conduct business.

All site council meetings are open to the public and any member of the school community is encouraged to attend. Requests to add an agenda item or to address the council must be submitted to the principal at least seven (7) days in advance of a site council meeting. Such requests will be answered by the principal at least three (3) days in advance of a site council meeting.

Reports

The LMCMS Site Council shall report to the board of education annually using the school district's Annual Report form. The Annual Report shall be written and filed with the district's Director for Assessment, Research and Accountability, who then submits it to the board of education. The board may invite some or all of the members to discuss the report. After the board accepts each report, copies shall be shared with the principal and staff. The council shall report to the Kansas State Board of Education if required.

Legal Duties

Site councils shall not have any of the powers and duties reserved by law or regulation to the board of education. Site councils shall comply with all applicable conditions of the *Kansas Open Meetings Act* and the *Kansas Open Records Act*.

Amendments

These bylaws shall be reviewed annually. Any recommended changes approved at a council meeting shall be forwarded to the superintendent. The superintendent shall consult with the board of education president on when to place the recommended changes on a regular board meeting agenda. If the recommended changes are approved by the board, they shall become effective immediately and shall be filed with the clerk.