

WOODBURY HIGH SCHOOL SITE TEAM BYLAWS APPROVED November 22, 2016

Article I. GOAL STATEMENT

WHS Site Team addresses building issues and sets goals to increase student achievement, improve the climate at WHS, strengthen communications with stakeholders, and provide staff development in support of building goals. Site Team creates a School Improvement Plan (SIP) annually that identifies major goals, timelines, and evaluation criteria to measure success.

Article II. AMENDMENTS & PARLIAMENTARY PROCEDURE

These bylaws may be amended at any meeting providing that previous notice was given at the prior meeting. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the WHS Site Team and its constituent organizations in all cases in which they are applicable and in which they are not in conflict with these bylaws.

Article III. BUDGET REVIEW

Each trimester, the principal will review with Site Team the building budgets for Compensatory, Discretionary, and Schedule D funds.

Article IV. TRAINING FOR SITE TEAM MEMBERS

The Site Team will provide information to new members. The Site Team will use the Site Team Decision Making model to address issues or request training.

Article V. FREQUENCY OF MEETINGS

- A. Site Team meetings are held once a month before school. The chair in coordination with the principal will schedule the meeting dates and may cancel any meeting.
- B. The principal/chair will schedule an August meeting for the purpose of reviewing and updating the School Improvement Plan (SIP).

- C. Ad hoc committees will meet as needed.
- D. Precinct meetings are held once a month before school. The chair in coordination with the principal will schedule the meeting dates and may cancel any meeting.

Article VI. RELATIONSHIP TO COMMITTEES

Site Team member responsibilities will include:

- A. Working as a team to develop yearly goals, rationale, staff development, budget review, timelines, and evaluation.
- B. Forming ad hoc committees as needed that will report updates at Site Team meetings.

Article VII. COMMUNICATION PROCESS WITH STAKE HOLDERS

The Site Team will use the following methods to communicate with the stakeholders:

- A. Site Team meeting minutes will be typed and reported to the Chairperson within three business days of the latest meeting.
- B. The Site Team Chairperson will distribute received meeting minutes by the next business day to all stakeholders.
- C. Site Team members who lead precinct meetings will type and distribute their precinct's minutes within three business days of the meeting to the Vice Chairperson.
- D. The Site Team Vice Chairperson will gather individual precinct meetings into one email for distribution to the stakeholders
- E. The Site Team will post information on the WHS website. This includes the Site Team's approved minutes, Constitution, Bylaws, and Site Improvement Plan.
- F. Representatives of district committees who have a stake in Woodbury High School are encouraged to attend meetings as guests and may provide reports to

Site Team.

Article VIII. NORMS OF BEHAVIOR

- A. We will make this committee a priority:
 - a. We will be punctual by starting and ending on time.
 - b. We will have and follow an Agenda, which will be provided the Friday before the meeting.
 - c. Members will communicate any conflicts in their schedule prior to the start of the meetings.
- B. We agree to place the interest of the students at the forefront of all discussions and decisions:
 - a. Maintaining student focus.
- C. We assume positive intentions of others:
 - a. Deal with issues not people.
 - b. Represent group/constituent interests not just personal interests.
 - c. Respect different interests and opinions.
- D. We agree to listen, honor and respect the perspectives of all members of the team:
 - a. No side conversations or interruptions—allow person speaking to complete their thought
 - b. Encourage everyone to speak up and be involved in discussion.
 - c. Everyone may speak on any issue.
- E. We agree to be accountable for the decisions of the group:
 - a. Commit to attend meetings
 - b. Be prepared (homework, sub-committees)
 - c. Absent members must respect the decisions/progress made in their absence.
- F. We agree that we will make decisions by majority vote:
 - a. A vote resulting in a tie would mean the motion fails.
 - b. Votes will be taken by voice or a show of hands unless a member requests a ballot vote.
 - c. Routine business, such as minutes approval or adjournment, may be passed by unanimous consent.

Article IX. DSN, ATPPS, AND DATL REPRESENTATIVES

The Site chair will post (e-mail) positions up for election no later than April 15 each year. Any member of the WHS licensed teaching staff is eligible to apply. Open positions shall be posted for a minimum of five school days. Applicants should submit a brief letter of interest highlighting their personal strengths and experiences. The letter should be submitted to the Site Team chair within a time period determined by Site team. Applicants will be contacted and interviewed by the Site Team membership committee and a building administrator. Candidates will be hired according to established Site Team policies and procedures. The building administrator will contact all applicants.

The ATPPS coordinator and DATL leader are elected in even years. The DSN and DATL-2 positions are elected in odd years. All positions (after the 2013-2014 elections) will be two-year terms.

Article X. THE SITE TEAM STRUCTURE

People who serve in the following capacities will not be required to lead any committees formed for additional purposes. These positions are not limited to licensed staff.

A. Site Chair and responsibilities:

1. Set Site meeting agendas.
2. Distribute Site meeting minutes.
3. Run meetings.

B. Vice Chair and responsibilities:

1. Set precinct agendas
2. Distribute precinct meeting minutes
3. Coordinate any site elections or staff voting

C. Secretary and responsibilities:

1. Record Site meeting minutes and send them to Site Chair

Article XI.

SITE ROLES AND FUNCTIONS

The Site Team will make decisions affecting:

- A. School Climate
- B. Development of School Improvement Plan
- C. Staff Development
- D. Schedule D Items
- E. After Hours Scheduling

The Site Team will advise and be advised on issues related to:

- A. Budget Allocation
- B. Staff Selection
- C. Curriculum Program
- D. Physical Plant
- E. Food Service
- F. Transportation
- G. Technology
- H. Field Trip Requests

The Site Team will be informed of matters related to:

- A. Budget Allotment
- B. Staff Assignment

- C. Curriculum—New Courses
- D. Curriculum—Scope and Sequence
- E. Personnel Evaluation Process
- F. Community Education
- G. Co-curricular Activities
- H. Board Policy